

## Accounting Manager and SEC Reporting Specialist

**Location:** Englewood, CO



We are dedicated to delivering low carbon sustainable fuels and chemicals. The Sustainability Director is responsible for ensuring our products comply with the sustainability and carbon regulatory schemes in our target markets and geographies. This person also serves as a thought leader and public voice on sustainability issues important to our company, our products, and our grower-suppliers.

Join an accounting team that oversees the books of one of the world's most advanced chemical and biofuels company, committed to decarbonizing the world and improving the environment. This role will expose you to a host of various accounting, financing and SEC challenges in which you will continue to develop your skills and experience post-public accounting. You will work with all C-Level executives in a friendly and challenging environment. We are looking for a candidate willing to "roll-up" their sleeves and rise up to the challenges that we face as we continue our growth into a commercialized biofuels Company. Significant opportunities for individual growth abound, and we believe that this role will set you up for future success both within and/or outside of Gevo in the future.

### Role and Responsibilities

#### Assistant Controller

- Maintain the Company's general ledger and accounting records
- Prepare, review and/or approve monthly journal entries
- Prepare, review and/or approve monthly account reconciliations.
- Assist in the preparation of monthly financial statements and internal budget analysis
- Assist in the Annual Budgeting process
- Maintain the Company's Capital Structure Table Workbook
- Maintain the Company's Warrant Database
- Maintain the Company's Employee Stock Plan Database
- Assist in the quarterly valuation calculations (warrants, embedded derivatives, where applicable)
- Assist in the quarterly stock compensation expense calculations.
- Ensure compliance with internal controls and Sarbanes-Oxley requirements as applicable
- Assist with procure-to-pay cycle and treasury management
- Manage audit deliverables process for annual audits and quarterly reviews
- Assist in regulatory compliance activities (property, sales & use, and excise taxes)

#### SEC Reporting & Technical Accounting

- Prepare the Company's periodic SEC filings (including FORMS 10-K, 10-Q)
- Assist in preparation and/or review of other key SEC filings (FORMS DEF-14A, 8-K, and FORMS S-1 & S-3 if applicable)
- Keep current on all emerging US GAAP and SEC disclosure requirements
- Prepare quarterly statements of cash flows and other key schedules for disclosure re
- Tie-Out SEC documents to supporting schedules
- Review and approve XBRL tagging prepared by third party SEC filing vendor
- Work with auditor's on questions, comments or other matters relating to SEC reporting
- Assist in the preparation of technical accounting memos on emerging transactions
- Assist in review of complex contracts and transactions and be able to identify and properly apply accounting rules and tax regulations.
- Key US GAAP areas of focus:
  - Topic 330 – Inventory
  - Topic 350 – Intangibles – Goodwill & Other

- Topic 360 – Property, Plant & Equipment
- Topic 606 – Revenue Recognition
- Topic 740 – Income Taxes
- Topic 810 – Consolidation (including consolidation of Variable Interest Entities)
- Topic 820 – Fair Value Measurements
- Topic 825 – Financial Instruments
- Topic 842 – Leases

#### Qualifications and Education Requirements

- Bachelor's Degree in Accounting a minimum
- Active CPA license required
- At least three (3) years at a large accounting firm (Big 4 preferred)
- Experience with manufacturing preferred, but not required

#### Preferred Skills

- Experience with Microsoft Office is a must (Word, Excel, Power Point, Access, Visio etc...)
- Microsoft Excel including (a) pivot tables; (b) advanced tools such as Solver and other tools designed to analyze and interpret data; (c) ability to use multiple functions for financial modeling including logic formulas and other formulas for financial analysis.

#### Additional Notes

- We are located strategically near the Centennial Airport within the south section of the Inverness Metropolitan Improvement District with close access to I-25 and E/C-470
- We maintain a relaxed dress code and atmosphere.