

# COMMODITY MANAGER

## QUALIFICATIONS

- Hard working/team oriented
- Excellent computer skills — proficiency in Word and Excel required
- Excellent oral/written communication skills
- Accuracy, honesty, integrity traits are important
- Strong leadership skills
- Self-motivated and hard working
- Must be detail oriented
- Able to follow direction
- Possess logical problem solving ability
- Able to learn new skills and responsibilities
- Good organizational skills
- Demonstrated ability to follow procedures as written
- Strong business and accounting skills
- Able to handle multiple tasks
- B.A. or greater in Ag Business, Marketing or related field, preferred
- High school Diploma or GED a must
- 3 years minimum grain marketing experience preferred

## DESCRIPTION OF DUTIES

- Establish and maintain inventory-tracking systems that are acceptable to management and any regulatory agencies. Drafts available from President and CEO.
- Establish and maintain commodity risk position in form acceptable to management. Drafts available from President and CEO.
- Perform month end commodity true up and prepare associated bank reports.
- Establish posted corn basis levels for all delivery months and posted DDGs and MWDGs sales prices. Monitor market conditions and adjust accordingly.
- Manage all corn purchasing and handling.
- Purchase corn and sell distillers grains and corn oil via phone and in-person.
- Manage corn grading according to Siouxland discount schedule specifications
- Manage corn settlement process.
- Manage DDGs and MWDGs settlement and invoice process.
- Sign corn checks.
- Ensure corn is available to operations personnel at all times
- Manage corn unloading schedule and hours
- Manage DDGS storage, loading hours and transportation, if necessary
- Manage ethanol storage and loading
- Manage corn oil storage and loading
- Manage customer-facing sustainability programs stemming from low carbon fuel standard and 45Z clean fuel production tax credit regulations.
- Possess a familiarity with trade area and CBOT grain prices at all times
- Enter into CBOT trades to offset company risks associated with various farmer contracts
- Manage the CBOT hedge account and make decisions on rolling futures prior to expiration.
- Monitor the CBOT and inform management of movements, USDA reports and future projections
- Manage the purchasing and blending of damaged or distressed grains used in the process
- Communicate DDGS inventory levels to DDGS customers
- Point of contact for Ethanol Marketing Company. Approve ethanol sales contracts.
- Communicate ethanol inventory levels to Ethanol Marketing Company and manage logistics.
- Execute commodity arbitrages via both physical products and hopper car subleases.

- Complete any and all tasks assigned by the President and CEO

**REPORTING TO THIS POSITION:** Commodity Buyer, Scale Room Attendants

**POSITION REPORTS TO:** President and CEO

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is required to walk; sit; use hands and fingers, to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk and hear. The employee must lift and/or move up to 50lbs. Specific vision abilities required by the job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. Some areas have been designated areas to use hearing protection. Hardhat, safety glasses, and leather gloves are required in designated areas.