



BUSINESS ACCOUNTANT POSITION

February 18, 2013

Enzymatic Deinking Technologies, LLC, (EDT) is a privately held company outgrowing its initial accounting system and processes. We are seeking an accounting professional to lead EDT's transition to the next stage. The Accountant manages the financial affairs of EDT and prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management. The Accountant is responsible for EDT's financial plans and policies, its accounting practices, the maintenance of its fiscal records, the preparation of financial reports, and the conduct of its relationships with lending institutions and the financial community. There is a significant international component to EDT's business operations.

EDT Company Overview:

- EDT is a bio-industrial, value-added manufacturer of enzyme formulations using biologically produced enzymes from renewable resources to solve traditional pulp & paper industry problems.
- EDT's customized enzyme-based treatments can improve upon or replace traditional chemistries and have superior performance and environmental benefits.
- Consulting and selling internationally to the world's leading pulp and paper manufacturers, EDT's customized applications and consulting approach help mills reduce total costs, improve pulp quality, streamline mill operations, and enable environmental compliance.
- Founded in 1994, EDT's mission is to be the worldwide leader in providing enzyme-based solutions to problems and opportunities of the pulp and paper industry. EDT is committed to the concept that enzymes provide the best alternative for addressing issues for an industry based on natural materials.

Job Description:

The Accountant reports to the CFO and will be directly responsible for the general accounting, property accounting, internal auditing, cost accounting, and budgetary controls. The Accountant role will include a wide variety of activities as outlined below.

- Manage all accounting activities daily including AR, AP, Collections, Billing, Fixed Assets, and Inventory
- Direct monthly closing, periodic forecasts, and annual budgeting process
- Manage forecasting, performance tracking, and variance analysis
- Ensure subsidiary operations reporting for the US is consolidated and completed in a timely manner
- Ensure high quality and timely financial information reporting to upper management

EDT BUSINESS ACCOUNTANT POSITION – *Continued*

- Maintain effective internal control environment
- Manage activities of accounting staff and provide training and guidance to properly develop their accounting skills
- Perform cost analysis to assist with pricing strategies and estimating
- Oversee the Information Technology function
- Maintain/manage CPA relationships
- Perform other duties as required by departmental and business requirements

Qualifications:

Education/Experience:

- BA/BS in Accounting
- CPA (or CMA) is required
- 5+ years supervisory/management experience
- 3+ years general ledger/staff accounting and cost accounting and 2+ years as Plant Accountant
- Manufacturing/cost accounting experience is essential
- A minimum of 2 years experience in accounting for multi-national organizations including work in multiple currencies
- Written/reviewed contracts for clients/vendors/employees
- HR and legal related experience beneficial
- Experience in a smaller office environment helpful (<50 employees)
- Demonstrated ability to define problems, collect data, and draw valid conclusions

Required Knowledge, Skills and Abilities:

- Key skills
 - Ability to maintain the highly confidential nature of financial work
 - Keen eye for detail and quality
 - Excellent organizational skills
 - Capable of “hands-on” approach at all levels of organization
- Technical skills
 - Extensive knowledge of accounting and financial procedures
 - System software knowledge of Quantum Accounting by Sage
 - Advanced proficiency with word processing, spreadsheet, presentation and database programs
 - Ability to write reports, business correspondence and procedure manuals
 - Ability to effectively present information to managers and clients
 - Effective email/voice mail communication
 - Internet proficient

EDT BUSINESS ACCOUNTANT POSITION – *Continued*

- Interpersonal skills
 - High degree of professionalism, maturity and confidentiality
 - Ability to work equally well with all organization levels
 - Work well alone and in groups
 - Listening – understanding issues and concerns
- Personal management skills
 - Entrepreneurial spirit, ability to wear many hats – from high level responsibilities down to tactical duties
 - Drive to see projects to completion
 - Time management; ability to multi-task
 - Project/process management
 - Goal versus task orientation
 - Tenacity to create value

Compensation Package:

- A career with a team of people who share a common purpose, work hard, have fun, grow professionally, and exude an entrepreneurial spirit
- Monetary compensation is set on par with equivalent career options, however, bonuses and options present the opportunity for considerably higher reward based on individual and company performance
 - Base salary is commensurate with position, skill level and experience
 - Potential bonus linked to individual and company performance
 - Annual grants of options linked to his/her total compensation level
- Health insurance package including medical, dental, disability and life insurance
- Retirement plan (SIMPLE IRA)
- Employee Assistance Program (EAP)
- Conference luncheons
- Business casual dress code

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Please see our web site at www.edt-enzymes.com and send your resume with a cover letter to careers@edt-enzymes.com.