

Wolverine Power Supply Cooperative, Inc.

Staff Accountant

PURPOSE OF THE POSITION

To provide accurate, high quality, timely work in various areas of accounting while at the same time looking for ways to improve processes. Develop and analyze variances for key areas of the business.

FSLA STATUS:

Exempt

REPORTING RELATIONSHIPS

Reports To: Controller

ESSENTIAL DUTIES & RESPONSIBILITIES

- As determined by management and may include any combination of the following general responsibilities for the various organizations Wolverine provides accounting services:
 - Administer accounts payable and accounts receivable.
 - Preparation of member and non-member billings on a monthly basis.
 - Administer the corporate credit card program
 - Analyze variance reports on a monthly basis and provide feedback to management as needed.
 - Initiate electronic payments for processing, including investment management and payables.
 - Open, track, reconcile, and close construction projects.
 - Manage state sales and use tax, including payments and filings.
 - Prepare audit work papers and/or annual tax returns.
 - Prepare Budgets
 - Perform various general ledger accounting activities, including but not limited to journal entries, bank reconciliations, account reconciliations, 1099 processing, monthly close, and preparation of financial statements.
 - Any other tasks as assigned by management.

RELATIONSHIPS

- Internal: Must work closely with all accounting personnel to complete accounting functions and improve processes, operations and engineering personnel for billing,

- inventory, fixed asset, and/or operating expenses and must maintain a positive working relationship with all Wolverine employees.
- External: Must Interact with member cooperative's accounting personnel and interact with banks, outside counsel, tax authorities, suppliers, and other various outside parties.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- A minimum of a bachelor's degree with a major in Accounting, is required.
- A minimum of 2 years of corporate accounting and/or audit experience is preferred.
- CPA preferred
- Strong organization and prioritization skills in order to manage multiple projects.
- Self-motivation and initiative to improve processes.
- Strong analytical and deductive reasoning skills in order to solve problems.
- Extreme focus on details to assure accuracy.
- Effective verbal and written communication skills in order to listen to and understand various viewpoints as well as present ideas effectively to individuals and/or groups.
- Working knowledge of accounting principles and processes.
- Working knowledge of business application systems.
- Working knowledge of Microsoft Office products, including Word, Excel and Outlook.

NOTE

Wolverine reserves the right to revise or change position authorities and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

REASONABLE ACCOMMODATION

To perform this job successfully, an individual must be able to perform each essential duty within the working conditions noted above. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations, absent undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGN OFF

Signature _____ Date: _____

APPROVALS

Controller _____

Date: _____

VP Human Resources _____

Date: _____

Chief Financial Officer _____

Date: _____