

**Senior Accountant**  
**L'Anse Warden Electric Co.**

**Location:** 157 Main Street, L'Anse Michigan

**Department:** Finance/Accounting

**Reports To:** GM/VP Operations and Accounting Manager

**Job Overview:**

We seek a detail-oriented and organized Senior Accountant to join our team. The ideal candidate will be responsible for various accounting and human resources functions, including general ledger reconciliation, cost accounting, financial reporting, and payroll administration. This role requires a strong background in accounting principles, excellent communication skills, and a commitment to confidentiality.

**Key Responsibilities:**

**Daily:**

- Obtain approval and post AP invoices into accounting software (Sage/QuickBooks).
- Reconcile fuel AP invoices to delivery logs.
- Cash management, posting entries (MISO invoices, ACH transactions, wires, etc.), and vendor inquiry responses.

**Weekly/Biweekly:**

- Review cash flow projections and manage vendor accounts.
- Propose and approve weekly check runs.
- Manage MISO AR invoices and financial entries.
- Prepare ACH and Wire transactions, manage payment remittances, and maintain cash management files.
- Coordinate and attend biweekly accounting team meetings.

**Monthly:**

- Post invoices for utilities and fuel, create journal entries, reconcile credit card statements, and perform monthly bank reconciliations.
- Review and reconcile general ledger accounts and vendor statements.
- Prepare and post accrued expenses.



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### **Quarterly:**

- Prepare and post quarter-end reports, including revenue statements and PTC term expenses.
- Manage quarterly payroll reports and pension payments.

### **Annually:**

- Assist with annual audits, issue 1099s, and process various year-end reports.

### **Human Resources/Payroll Duties:**

- Process union and salary payroll bi-weekly, update HR files (401k, AFLAC, vacation, etc.), and manage benefit programs (401k, pensions, insurance).
- Coordinate with union representatives and manage collective bargaining agreements.
- Assist in processing employee terminations, retirements, and disciplinary actions.

### **Preferred Requirements:**

- Bachelor's degree in accounting/finance.
- Proficiency in accounting systems (Sage, QuickBooks, or similar).
- Strong Excel skills, including spreadsheets and formulas.
- Experience in general accounting, cost accounting, and financial modelling.
- Knowledge of GAAP, IFRS, payroll systems, 401k management, and HR-related tasks.
- Excellent communication skills and a commitment to confidentiality.

### **Preferred Qualifications:**

- 3-5 years of experience in accounting or finance.
- Experience with financial modelling and cost analysis.
- Knowledge of miscellaneous human resources responsibilities, such as pension fund management, payroll, and employee benefits.

### **Benefits:**

- Competitive salary.
- Paid Holidays, Vacation, 401K.
- Medical, Dental, Vision, Life & Disability Insurance.

If you are a motivated and organized accounting professional with the required qualifications, we encourage you to apply and join our dynamic team @ [hr@greenwoodinfra.com](mailto:hr@greenwoodinfra.com).