



JOB DESCRIPTION

Position Title:	Senior Accountant
Company:	WBD Finance Corporation
Division/Department:	Administration / Finance & Administration
Location:	Madison Office
Reports To:	VP of Finance
Employees Supervised:	None
Interrelationships:	External: prospects, customers, vendors Internal: staff
FLSA Classification:	Salaried, exempt
Employee Classification:	Regular, full-time
Job Classification:	8

Position Summary:

This position is responsible for appropriate, accurate and timely accounting activities performed in accordance with GAAP and applicable state and federal regulations, reports, and project support to WBD and its affiliates. This position works closely with other departments and personnel at all levels of the organization.

Position Duties / Essential Job Functions:

1. Perform daily accounting activities to include:
 - Review and make journal entries and adjustments to the general ledger.
 - Set up new accounts when needed; tie through to monthly reporting.
 - Reconcile bank operating accounts timely and other company financial accounts; investigate discrepancies in accounts and make corrections as needed.
 - Assist with cash management. As requested, make recommendations for adjustments to cash reserves.
 - Perform monthly reconciliations for significant balance sheet and income statement accounts that impact day-to-day management of WBD.
 - Review & reconcile payroll biweekly.
 - Understand and coordinate project accounting for loans.
2. Perform financial reporting to include:
 - Produce accurate, reliable and timely periodic, monthly, and year-end information and financial reports as required by management and/or government agencies.
 - Ensure accordance with General Accepted Accounting Principles and compliance with state and federal policies and regulations.
 - Perform financial reporting reconciliations; analyze statements and prepare reports for management (including intercompany account reconciliations).

- Perform financial reporting for various grants and restricted funds as required by each funding source.
 - Perform year-end close out of accounts and lead preparation for year-end audit and tax returns.
3. Serve as mentor, coach and trainer to Accounting Specialist. Provide back-up to Accounting Specialist in accounts payable, accounts receivable, and payroll processing during his/her absences.
 4. Maintain internal controls. Regularly review accounting policies and procedures. Recommend to management updates to policies and procedures. Assure compliance with procedures. Implement resolution as appropriate.
 5. Assist in the preparation of annual operating and capital budgets and subsequent revisions or forecasts for WBD and affiliates. Analyze budget proposals and assess performance compared to budget.
 6. Participate in annual financial audit process. Work with internal and external auditors to verify financial reports. Prepare consolidated financial statements and respond to auditor requests for information.
 7. Responsible for fixed assets, capital leases, and personal property recordkeeping.
 8. Responsible for timely financial compliance reporting for New Markets Tax Credits projects.
 9. Work with VP-Finance on appropriate fiscal strategies for the organization.
 10. Attend and take minutes for Audit & Finance Committee meetings.
 11. Complete accounting projects as assigned, conduct accounting analysis and prepare reports as requested.
 12. Keep up to date on regulations and trends affecting the company's accounting procedures and recordkeeping.
 13. Perform miscellaneous job-related duties as assigned.

Qualifications:

1. Bachelor's degree in accounting. Experience in lieu of education may be considered.
2. 3 - 5 years of related experience.
3. Hands-on journal entry and month-end preparation/closing experience.
4. Hands-on account reconciliations.
5. Proficient in Microsoft office, specifically in Excel.
6. Experience with accounting software, Microsoft Dynamics SL is preferred.
7. Understanding of GAAP, and other governmental/legislative regulations in the business/financial industry

Personal Attributes Required:

This person must have effective interaction and collaborative skills and demonstrate a positive, welcoming and professional manner in person and on the telephone. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors. Effective written and verbal communication skills are required. Must have good grammar, spelling, punctuation and intermediate math abilities. Must have good time management skills (handle multiple priorities simultaneously).

Essential Physical / Mental Requirements:

1. This position typically works in an office environment and not subject to excessive physical demands.
2. There is no or very limited physical effort required.
3. There is no or very limited exposure to physical risk.

Key Responsibilities:

1. Timely and efficient journal entries, new account setup, reconciliations and accounts payable.
2. Produce good quality and timely reports.
3. Continuously improve internal controls and documentation.
4. Assist with planning and budgets.
5. Contribute meaningfully to the audit process(es).

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Company. All requirements are subject to modification at any time for any reason at the Company's sole discretion.

Approved: _____
EVP / COO

Date: _____