

**WOHLSEN CONSTRUCTION COMPANY****JOB DESCRIPTION**

**Job Title: Senior Accountant**

**Job Reports To: CFO, Assistant Controller or Accounting Manager**

**Exempt or Non-Exempt: Exempt**

**Job Summary:**

**Position with primary responsibility for maintaining one or more home office accounting/financial sections or providing all accounting functions for medium and large projects.**

**Essential Job Functions:**

- Use computer software and Excel to perform accounting functions
- Support and participate in financial decision-making by collecting, analyzing, investigating, and reporting financial data.
- Work independently while following Company policies and practices
- Work independently with team members and provide direction on accounting issues
- Assist with monthly and yearly close process
- Participate in educational opportunities in order to understand Company and accounting profession policies, practices, and guidelines
- Contribute to team effort by accomplishing goals and delivering related results as needed

**Other Functions:**

- Cross-train in other areas of the Finance department to provide appropriate backup
- Provide assistance with schedules and backup for any audits

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

**Qualifications:**

- Bachelors degree, accounting major preferred
- A minimum of 3 years experience in accounting
- A minimum of 2 years experience in construction accounting
- Experience with Excel
- Strong understanding of accounting policies and practices
- A valid driver's license
- Must be coachable with a learning and improvement attitude
- Must have a strong work ethic; do what's required to meet deadlines
- Must be team-oriented and able to fulfill and adapt to the requests of our internal and external customers

**Machines/Tools/Equipment:**

Computer, basic office equipment (copier, calculator, fax, etc.)

**Working Conditions:**

Primarily a climate-controlled office environment; May need to travel to jobsites or other office locations as needed.

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**Employee Signature**

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**Date**