



# WAGNER EQUIPMENT CO. Job Description

**JOB TITLE:** Senior Accountant  
**DEPARTMENT:** Controller  
**REPORTS TO:** Manager, Accounting- Wagner Equipment Co.

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**Job Code:** 336

**Full Time**     **Supervisory**     **Exempt**   
**Part Time**     **Non-Supervisory**     **Non-exempt**

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### POSITION SUMMARY

The Senior Accountant supports the Accounting Manager- Wagner Equipment by ensuring the timely and accurate issuance of financial statements and operating reports for assigned cost center, locations, or operations within the assigned department. The position is responsible for reviewing, analyzing, and researching the financial statements and operating reports with the goal of assisting operating managers in understanding the monthly operating results. The Senior Accountant is instrumental in gaining credibility with operating managers throughout the Wagner organization by ensuring the integrity of operating data and assisting operating managers in interpreting data so that they can better manage their businesses.

**Direct Reports:** None

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

#### Administrative:

- Reviews operational processes as appropriate
- Assists in the preparation of semi-annual reporting to Caterpillar
- Prepares schedules as needed for annual audit and tax return
- Prepares and records journal entries as needed

#### Organizational:

- Ensures managers are adequately trained in budget process and tools

#### Interpersonal:

- Works with assigned operations managers to prepare and analyze annual budget
- Builds credibility with operations managers through periodic meetings to review and explain results of operations
- Communicates to managers all key dates and expectations

**Sales:** N/A

#### Technical:

- Ensures timely and accurate reconciliation or analysis of assigned accounts
- Provides timely, thorough, and accurate research and answers to questions and resolve concerns
- Provides backup to mission-critical activities, special projects, and analyses as needed
- Prepares monthly write-up and analysis of results to explain results of operations

**Supervisory:** NA

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## **ESSENTIAL JOB REQUIREMENTS**

**Minimum Education Required:** Bachelor's Degree in Accounting, Finance, Management, or General Business with concentration in Accounting

### **Minimum Experience Required**

Three to five years of practical experience in financial analysis, report preparation, account reconciliation, and account analysis work

**Certificates, Licenses and Registrations Required:** N/A

### **Required Skills and Competencies**

Organizational Skills  
Math Skills  
Reasoning Skills

Communication Skills  
Reading / Writing Skills

### **Computer Skills**

Microsoft Word- Basic  
Microsoft Excel- Advanced  
Microsoft PowerPoint- Basic  
Microsoft Access- Basic

OTHER Computer Skills (please list)

Cognos, Hyperion or Crystal Reports- Basic

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## **ADDITIONAL INFORMATION**

### **Working Conditions**

Noise Environment      Quiet       Moderate       Loud   
Indoors       Outdoors       Both

### **Physical Requirements** (Checked requirements indicate **more than 1/3 of the time spent on the job**)

Standing       Sitting   
Walking       Use of Hands   
Talking       Hearing

Weight / Lifting      None       1-25 lbs       26-50 lbs       More than 50 lbs

### **Travel Requirements:**

None       1-25%       25-50%       50-75%       75-100%

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### **Other relevant information you want included in this job description:**

- Cost accounting preferred
- Strong Operations management and/or customer service experience a plus

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## **Limitations and Disclaimer**

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.