



Title: Senior Accountant
Employment: Temporary – 1 year assignment
Reporting to: Director of Accounting
Hours of work: 40-hour week base
Location: East Lansing, MI

The Senior Accountant is responsible for assisting the Director of Accounting with the production of timely, accurate financial accounts for the North American business, while maintaining the integrity of the balance sheet, accounting system and internal controls within the business. This position is responsible for working with the North American Operations team to produce monthly financial statements and quarterly forecasts.

Responsibilities

- Work in Progress (WIP) project management and reporting on a weekly & monthly basis
- Prepares monthly WIP roll forward and fixed assets maintenance
- Responsible for project cashflow reporting
- Supports day-to-day accounting activities for Renewable Natural Gas and Gas Turbine business units
- Performs month end revenue and expense accruals for business units
- Creates and communicates monthly invoicing, along with follows-up on past due invoices
- Assists with month end P&L analysis
- Assists with budget and forecast preparation for RNG and Gas Turbine business units
- Creates and inputs journal entries, as needed
- Reconciles General Ledger accounts monthly
- Retrieves documentation to support internal and external audits
- Conducts weekly operations cost reviews, as well as monthly AFE status meetings with Operations teams
- Remains abreast of accounting policies as relevant to North American (USA/Canada) operations

Qualifications and Experience

- Bachelor's degree in Accounting or Finance
- Minimum of 5 years experience in progressive accounting
- Experience working in a high-performance finance team, with the ability to meet strict reporting deadlines
- Strong attention to detail, strong communication and interpersonal skills
- Understanding of business operations

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