



### **Accountant**

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 employees in the three states we operate - Michigan, Indiana and Illinois. Wolverine operates 700+ miles of active steel pipeline in three states, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

### **Why Should You Apply?**

- We hire for the long term and we invest in your success
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after 1 year of service
- Great compensation
- Low employee turnover rate

### **Benefits:**

Wolverine offers a competitive Total Rewards Package that consists of:

- Medical/Dental/Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

### **Summary of duties and responsibilities:**

Participates in a team environment providing accounting and financial services to the organization. Individual desk responsibilities will vary but include activities related to accounting, auditing, and payroll. May also lend support to executive leadership team and special work projects.

### **Essential duties and responsibilities: (Not all inclusive)**

- Prepare month-end closing journal entries
  - Post non-customer cash receipts daily into accounting software
  - Update area budgets with expense data monthly and provide budget analysis
  - Prepare data and information for tax reporting
  - Reconcile balance sheet accounts monthly
  - Governmental Compliance Reporting including FERC Form 6 and Census Bureau surveys
  - Process bi-weekly employee payroll and associated billing and payments
  - Prepare documentation for external audits (annual financial, IRS, states, etc.)
  - Provide other accounting-related support to Finance Manager and special projects
  - Develop and maintain desk procedures
  - Regular attendance
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**Education, prior work experience, and specialized skills and knowledge:**

- Bachelor's Degree in Finance or Accounting
- 10+ years of relevant accounting experience
- Requires critical thinking skills, ability to assimilate information, compile and prepare reports
- High attention to detail
- Excellent communication and organizational skills
- Strong problem solving and analytical skills
- Ability to work well independently
- Computer skills including Word, Excel, enterprise accounting software

**Physical environment/working conditions:**

- Normal office environment
- Occasional travel
- Occasional climbing stairs, standing, walking, kneeling, stooping, and bending
- Frequently reaching for and gripping objects
- Ability to occasionally lift up to 20 lbs.
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

**Other:** Access to proprietary and confidential information

*It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran, or other legally protected status. Preemployment drug testing applies to all selected candidates.*

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