

Accounting Manager

Reports to: Senior Accounting Manager
Division: Everts Air Cargo

Department: Accounting
Station: FAI

Job Summary:

The Accounting Manager is responsible for daily, weekly, monthly, quarterly and annual accounting tasks and activities including financial statement preparation. This position addresses tight deadlines and a multitude of accounting activities requiring highly specialized accounting work as well as difficult and complex data analysis. The Accounting Manager is expected to make recommendations to the Senior Accounting Manager for developing and maintaining accounting principals, practices and procedures to ensure accurate and timely financial reporting.

Essential Functions:

1. Reconcile balance sheet accounts quarterly.
2. Assist with the reconciliation of bank accounts.
3. Train, review, and assist bookkeeping staff.
4. Alternate either preparing or posting deposit with bookkeeper and give to the appropriate person for depositing.
5. Conduct month end and year end audits and process all journal entries for period closing.
6. Record and reconcile all transactions associated with Alaska Rentals & Sales.
7. Prepare and submit State of Alaska motor fuel taxes.
8. Prepare and submit various city fuel tax and landing reports accurately and in a timely manner.
9. Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
10. Prepare financial information to assist with completion of tax returns.
11. Compile information and assist with various periodic renewals.
12. File biennial reports and renew business license.
13. File certificate of financial responsibility for gas station annually.
14. Review mail with operations and answer any questions that may arise.
15. Assist with the direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.
16. Analyze the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed.
17. Track sales and prepare monthly and annual comparison sales trending information: provide to Fueling Manager, Controller and EAF President. (Electronically)
18. Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
19. Monitor financial activities and details to ensure that all legal and regulatory requirements are met.
20. Assist with the development of internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
21. Advise management on actions regarding the purchase, lease, or disposal of capital assets.
22. Develop and maintain relationships with banking, insurance, and non-organizational accounting personnel in order to facilitate financial and operational activities.
23. Assist with renewal of insurance policies.
24. File IRS form 2290, the UCR report, and other trucking forms as needed with assistance of operations.
25. Process 1099 forms annually.
26. File payroll and excise tax forms quarterly.
27. Assist Operations with office tasks as necessary.
28. Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
29. Perform related duties as assigned or as the situation dictates.

Additional Responsibilities:

Safety

1. Comply with all safety aspects of your position.

2. Become familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company and report any Safety Hazards.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires the equivalent of a college degree in Accounting or Finance or a related field plus 3-5 years experience in Accounting, of which 2 should be at Management level.
2. Requires proficiency in all Microsoft Suite products and Quick Books.
3. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
4. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
6. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.
7. Requires a highly motivated self starter with supervisory, review, and proofing experience.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____

Date _____

Employee Printed Name _____