

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. It will supervise Airport Gas & Oil staff and manage the operations. 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.

Job Duties:

1. Reconcile balance sheet accounts monthly.
2. Assist with the reconciliation of bank accounts.
3. Prepare deposit for posting by bookkeeper and give to the appropriate person for depositing.
4. Conduct month end and year end audits and process all journal entries for period closing.
5. Auction purchase/sale processing. Record purchases and sales as they occur for future reference and for accountant audit.
6. Oversee and record all transactions executed by various LLCs.
7. Prepare and submit various tax and landing reports accurately and in a timely manner.
8. Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
9. Prepare financial information to assist with completion of tax returns.
10. Compile information and assist with various periodic renewals.
11. File biennial reports and renew business license.
12. Review mail with President as he opens it, and research any question he may have.
13. Assist with the direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.
14. Analyze the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed.
15. Track sales and prepare monthly and annual comparison sales trending information: provide to Senior Accounting Manager, Controller and EAF President. (Electronically)
16. Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
17. Evaluate needs for procurement of funds and investment of surpluses, and make appropriate recommendations.
18. Advise management on short-term and long-term financial objectives, policies and actions.
19. Monitor financial activities and details such as reserve levels 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. Coordinate and direct the financial planning, budgeting, procurement, or investment of the company.
25. Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
26. Pick up daily sales report, verify accuracy, and prepare daily the deposit for Airport Gas & Oil to be posted by the bookkeeper and given to the appropriate person for depositing.
27. Maintain status and alarm reports, complete alarm active reports for gas station
28. Conduct investigation and follow through of drive-offs.
29. Respond and follow through on Airport Gas & Oil pump issues.
30. Oversee purchasing and merchandising of Airport Gas & Oil sales inventory. Implement , monitor, and audit an inventory control system.
31. File for certificate of Financial Responsibility for gas station annually.
32. Coordinate with inspector of station to ensure up to date with compliance.
33. Perform related duties as assigned or as the situation dictates.

Additional Duties:

Safety

1. Comply with all safety aspects of your position.
2. Be 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.
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.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

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 _____