



Alaska Riverways, Inc.

Job Description

Accounting Manager

EMPLOYMENT CLASSIFICATION: Full-time, exempt

SUPERVISOR: President

JOB SCHEDULE: 30-60 hours per week as needed. Schedule is flexible based on the time of year and the seasonal demands of the organization.

SALARY: Salary DOE, bonus of up to 12% of base salary based on performance relative to board-set KPI's.

JOB SUMMARY: The Accounting Manager directs the organization's financial planning practices as well as its relationships with financial institutions, partners, and financial community by performing the following duties personally or by supervising staff. This position will be responsible for developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements and operational and management reports for use by internal and external users. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, year-end tax preparation and the support of budget and forecast activities. The director will oversee HR functions and will handle insurance programs. The Accounting Manager will have contact with staff, management, and vendors, which requires strong interpersonal communication skills both written and verbal.

JOB QUALIFICATIONS:

- **Knowledge:** BA/BS in business with an emphasis in accounting. MBA or CPA preferred. Minimum of four years' experience with financial reporting and general ledger accounting.
- **Leadership Skills:** Must be able manage, train, and develop finance department team members.
- **Customer-Service Focus:** Must understand that customer service is a top priority and must conduct all actions with this in mind.

- **Problem-Solving Skills:** Must be flexible and able to produce appropriate solutions quickly, working across the organization at times. Must be able to find creative solutions to unique problems and employ a logical and organized thought process.
- **Organizational Skills:** Must know how to keep yourself and others organized and how to determine which tasks are the most important in each list.
- **Communication Skills:** Must collaborate with other directors and support personnel, management, and clients on a regular basis.
- **Stamina:** Must be able to endure the demands of 10-hour workdays during busy times
- **Computer Literacy:** Must be able to use standard business software including Word Processing programs, Excel spreadsheets, Power Point, and other necessary programs. Must be able to quickly learn accounting and human resources software.

DUTIES AND RESPONSIBILITIES: In consultation with or directed by the President.

- Know, understand, and practice the objectives of the department.
- Work with the President to solve problems.
- Recommend the establishment of procedures as necessary to meet the objectives
- Oversees and directs treasury, budgeting, tax, accounting, human resources, purchasing, real estate, long-term forecasting, and insurance activities for the organization.
- Appraises the organization's financial position and issues periodic reports on the organization's financial stability, liquidity, and growth.
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Oversees insurance renewals and manages the relationships with brokers.
- Ensure an accurate and timely monthly and year-end close.
- Ensure the timely reporting of all monthly financial and bi-weekly information.
- Assist with daily banking requirements.
- Ensure the monthly and annual Bank Compliance activities are performed in a timely and accurate manner.
- Manage budget and forecasting activities.
- Oversees the organization's credit management and the accounts receivable functions with the assistance of subordinates.
- Collaborates with the other finance department employees to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.

- Responds to inquiries from the President, Board of Directors, and other directors or managers regarding financial results, special reporting requests and the like.
- Work with the President and Board of Directors and outside CPAs to ensure a clean and timely filing of tax returns.
- Work with accounting department staff to establish goals and objectives for each year and monitor the progress to enhance the professional development of staff.
- Support President with special projects and workflow process improvements.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Other duties as assigned.

KEY PERFORMAN INDICATORS:

- Bonus amount determined by Board of Directors after review of past years performance.