

Job Description

Job Title: Senior Accountant

Summary Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions either directly or with support of book keeper.

Distributes expenditures, encumbrances, receipts, and receivables according to schedules.

Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.

Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.

Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.

Determines proper handling of financial transactions and approves transactions within designated limits.

Monitors compliance with generally accepted accounting principles and company procedures.

Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents and reports.

Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.

Devises and implements system for general accounting.

Makes recommendations regarding the accounting of reserves, assets, and expenditures.

Conducts studies and submits recommendations for improving the organization's accounting operation.

Collects appropriate data and prepares federal, state, and local reports and tax returns or coordinates with outside CPA firm.

Recommends modifications to existing company policies and procedures.

Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.

Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.

Provides management with timely reviews of organization's financial status and progress in its various programs and activities.

Establishes relations with banks and other financial institutions.

Requirements:

- Intimate working knowledge and mastery of Quickbooks.
- Proven track record of successful cash flow management for multi million dollar companies.
- Able to work in a fast paced growing company.
- Positive attitude and strong work ethic.
- Able to work independently and juggle multiple projects/companies.

Reports to: Company President. This position will also be a member of company's leadership team.

Supervises: book keeper and manages relationships with outside vendors.

Other: This position will be based in Lahaina, HI. May require limited travel as new businesses opened.

Physical: General office work (computer, phone, office files) lifting 25 lbs.

Compensation: Competitive salary, vacation, medical/dental/vision/life insurance