

Job Title:	Senior Accountant	FLSA Status:	Exempt
Department/Group:	Accounting	Classification:	Regular, Part-Time
Manager (Title):	Assistant Controller	Safety Sensitive Designation:	N/A

Position Summary:

Scottsdale Hangar One is a private jet hangar located at Scottsdale Airport. The accounting department supports several related businesses. The Senior Accountant is responsible for participating in and/or managing various aspects of the accounting cycle, including but not limited to financial reporting, budgeting, tax reporting, and document management. The part-time senior accountant serves as backup for the full-time senior accountant.

Essential Functions and Responsibilities:

- Maintain general ledger and prepare monthly/quarterly account reconciliations, including the monthly work order reconciliation.
- Prepare and post journal entries as well as investigating and explaining account variances.
- Prepare and present monthly financial reports to senior management.
- Coordinate and compile annual budgets, including meetings with department managers and prepare supporting documents and corresponding notes.
- Lead periodic meetings with department managers to review financial results.
- Prepare quarterly and semi-annual financial statements for owner and senior management.
- Prepare monthly Sales & Use Tax (TPT) reporting, including preparation of tax forms and supporting documentation, submit returns and initiate payment.
- Prepare monthly invoices and customized reports for members. Oversee monthly invoices for those prepared by the accounts payable specialist.
- Prepare monthly “trip packet” billing for owner’s aircraft including timeshare invoices, circulate for approvals, and follow up on outstanding payments.
- Maintain fixed assets records to include recording of capital expenditures, disposals, and annual depreciation.
- Maintain personal property listing and submit annual report.
- Develop and manage the annual December 31 aircraft parts inventory timing and process, working with maintenance department personnel to perform the actual count.
- Prepare reports and journal entries for recording Workers Compensation annual premiums and audit adjustments.
- Provide backup and technical support for accounts payable, accounts receivable, invoicing, and credit card entries; resolve discrepancies.
- Provide backup maintenance of the accounts payable email inbox.
- Maintain, organize, and store accounting records and files.
- Perform other accounting, financial, or administrative tasks as required including excel worksheets (e.g. “monthly analysis,” airport fees, flight hours, remain overnight), schedules, analyses, etc.
- Oversee accounting projects including evaluation of aircraft fuel methodology; ACH/bill pay process options; development of credit card processing; enhanced technology for scanning; and consideration to bring fixed assets records in-house.

Knowledge/Skills:

- Bachelor’s degree in accounting or related field.
- 3-5+ years’ accounting experience, including month-end duties and preparing financial statements.
- High degree of comfort and skill dealing with financial data and analysis.
- Experience with accounting software required; QuickBooks experience preferred.
- Proficient with Microsoft Office Suite with extensive knowledge of MS Excel.
- Exceptional customer service skills are a must.
- CPA desired, but not a requirement.

- CPR/AED and First Aid Certified.

Job Competencies:

- Excellent organizational, interpersonal, time management, and communication skills, both written and oral.
- Ability to work well under pressure and balance multiple priorities and assignments to meet deadlines.
- High degree of confidentiality, accountability, and personal integrity
- Accuracy and attention to detail, no tolerance for financial carelessness.
- Committed to learning, personal growth, continual process improvement, and staff/team development.

Work Environment (physical demands):

- Work will primarily be in an office setting with proper COVID protocols being observed.
- Sitting at a computer for long periods of time

Updated/Approved: March 2025