**REPORTS**

**SCHEDULE**

- M - F

**TYPE OF POSITION**

- Full-time, Regular

**JOB**

- Business Manager

**LOCATION**

- Fairbanks

**POINT OF HIRE**

- Fairbanks

**HOURS**

- 40-50+ hours/week

**FSLA STATUS**

- Exempt

**JOB SUMMARY:** The Accountant will be responsible for the company’s accounting practices and procedures, preparation of monthly financial statements, other management reports, and maintenance of internal controls. The employee will work with managers to ensure proper accounting for project costs. Employee must understand and practice DAL’s commitment to a zero-incident safety and environmental culture.

**ESSENTIAL FUNCTIONS**

- Preparation of all monthly financial management reports including, but not limited to, balance sheet, income statement, and cash flows
- Perform the disbursement process, ensuring the accurate and timely processing of all aspects of accounts payable
- Perform all aspects of payroll and benefits functions, including deductions/garnishments, reporting, and verification of employment
- File all required tax reports with approval of the Business Manager
- Perform Accounts Receivable process to ensure the accurate and timely management of all aging components, including billings and cash receipts applications
- Responsible for coordinating and preparing schedules for the annual financial audit.
- Develop and use internal controls and audits with assistance from the Business Manager to ensure full and continuous compliance with GAAP and accounting principles and requirements
- Manage title & registrations for equipment; maintain equipment records, to include entering equipment into accounting system; calculate depreciation/amortization for both book and tax
- Responsible for maintenance of fixed asset records
- Ability to effectively and accurately draw from and use facts from large databases
- Establish procedures to ensure the efficient processing of accounting data, information flow, and appropriate level of internal controls
- Ability to recognize and resolve accounting risks
- Assist in development, implementation, and ensure compliance with company policies, procedures, and processes
- Assist the Business Manager and Senior Management in preparation and understanding of financial presentations as needed
- Occasional travel to meetings and project locations
- Other duties as assigned

**DOYON CORE COMPETENCIES:**

- **Commitment to Excellence** – Identifies what needs to be done and takes action to achieve a standard of excellence beyond job expectations.
- **Corporate Values** - Understand, embraces, and integrates Doyon corporate values into everyday duties and responsibilities.
- **Customer Service** – Identifies and responds to current and future client needs by providing excellent service to internal and external clients.
- **Safety and Security** – Promotes a safe work environment for co-workers and customers.
- **Teamwork** – Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside or outside the organization.
JOB SPECIFIC COMPETENCIES:

- **Analytical Skills**: Visualizes, articulates, and solves a variety of problems and concepts and makes appropriate decisions based on available information
- **Attention to Detail**: Ensures one’s own and other’s work and information are complete and accurate
- **Communication Skills**: Listens, writes, and speaks effectively, and positively relates and interacts with co-workers and others
- **Decision Making**: Makes choices or reaches conclusions by establishing objectives, gathering relevant information, identifying alternatives, setting criteria for the decision, and selecting the best option
- **Financial Management**: Applies critical financial concepts and practices to establish and maintain realistic budgets
- **Management**: Plans, organizes, directs, monitors, and controls a group of one or more employees or one or more entities to accomplish organizational goals and objectives
- **Planning and Organizing**: Systematically develops plans, prioritizes, organizes, and manages resources in order to accomplish business goals within a specific time-period
- **Problem Solving**: Anticipates and identifies problems, distinguishes between symptoms and causes, and determines alternative solutions involving varied levels of complexity, ambiguity, and risk
- **Process Improvement**: Manages, leads, and enables the process of change and transition while helping others to deal with the process
- **Reporting**: Generates reports that are accurate, objective, and complete in a timely manner

SUPERVISORY RESPONSIBILITIES

This position may supervise administrative staff if requested.

QUALIFICATIONS

- Bachelor’s degree required in Accounting, Finance, or related equivalent experience to show competency in the duties described
- Minimum 2 years accounting experience
- Must have an excellent working knowledge of computers and strong proficiency in all Microsoft Office Suite programs
- Must quickly become proficient in Spectrum accounting software modules
- Must understand corporate and construction project accounting
- Familiarity with the oil and gas, utility industries, and government contracts

PHYSICAL DEMANDS: The physical demands described herein are representative of those that an employee must meet to perform the essential duties and responsibilities of this job successfully. The employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is required to reach with hands and arms. The employee must occasionally lift and/or move 25 - 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT AND CONDITIONS: The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities, and abilities. The work is generally sedentary, requiring routine walking, standing, bending, and carrying items weighing less than forty pounds.

PREFERENCE STATEMENT: Doyon grants preference to qualified Doyon Shareholders first, and second to qualified shareholders of other Alaska Native corporations that grant a similar preference in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training.
REASONABLE ACCOMMODATION: It is Doyon’s business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.