



## **JOB DESCRIPTION**

Updated 05/30/2023

Title: Senior Accountant  
Reports To: Chief Financial Officer  
Business Unit: McKinley Management, LLC  
Status: Exempt/Salary  
Salary: Dependent Upon Experience

## **FIRM OVERVIEW**

McKinley Management, LLC is a privately held, global investment, lending, and research firm based in Anchorage, Alaska, with offices in Juneau and Chicago. Its four business units McKinley Capital Management, McKinley Alaska Private Investment, McKinley Research Group and McKinley Alaska Growth Capital (Alaska Growth Capital BIDCO, Inc.) work together to provide clients integrated services umbrellaed under one company.

## **JOB SUMMARY**

The Senior Accountant position independently performs assigned accounting functions requiring the application of accounting principles and practices.

## **JOB DUTIES**

- Performs a variety of accounting assignments including account analysis, reconciliation, report preparation and reviewing various journal entries/accounting reports.
- Responsible for quarterly/monthly billing and maintenance of accounts receivable including data input of invoices/cash receipts.
- Prepares invoices for adjustment billings due to client withdrawals and/or deposits; account openings; and account closures. Issues and mails refund checks due to client withdrawals or account closures.
- Responsible for monthly calculation of sales commissions.
- Provide reports and information as requested for all annual and surprise audits.
- Assists others in special studies of specific problem areas. Individually conducts special investigations as assigned to complete projects.
- Respond to CFO as assigned with accurate and timely work to facilitate financial needs.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Responsible for the maintenance of fixed asset records.
- Responsible for filing yearly personal property taxes.
- Review interim financials and annual audits and provide requested data to auditors.
- Assist CFO in the preparation and reporting of financial statements.
- Reviews accounts payable system ledgers and vendor accounts. Reviews and maintains electronic vendor filing system.
- Reviews month end and year end accounts payable functions.

## **KEY CANDIDATE ATTRIBUTES**

- You are a naturally positive person with a can-do attitude who conducts yourself with a high level of professionalism and confidentiality.
- You take direction well, can work independently with little or no supervision, and ask for help when you need clarification or more information.
- You communicate well and can respectfully interact with staff at all levels.
- You are proactive, resourceful, and extremely efficient, and can work through challenges and obstacles, experimenting to find solutions and to unfamiliar tasks.
- You can be very flexible, to work with deadlines and confidential issues. Learns quickly when faced with new problems and change.
- You can manage tasks from different people, prioritize projects, and follow through on issues in a timely manner.
- You have the functional/technical knowledge and skills to do the job at a high level of accomplishment.
- You are personally committed to and actively work to continuously improve yourself.

## **KEY CANDIDATE SKILLS**

- Ability to read, write, speak and understand English well.
- Bachelor's degree in Accounting preferred, or equivalent education and experience.
- 5 years professional accounting experience.
- Proficiency in Excel and computerized accounting systems required. Experience in Sage accounting software is a plus.
- Strong verbal, written, analytical, and interpersonal communication skills. Ability to work independently and as part of a team.
- Ability to be very flexible, to work with deadlines and confidential issues, work well under pressure and stress and have highly developed organizational skills.
- Proficiency in Word required, strong general computer skills including the internet and 10 key by touch.

## **BENEFITS**

McKinley Management is a people-first organization committed to providing a best-places to work environment. We aim to provide compensation packages that meet or exceed industry standards. Our benefits package includes traditional employee benefits such as the option for health, dental, vision, disability and life insurance, paid leave and holidays, a paid volunteer day, 401k matching, charitable matching, education reimbursement, and milestone anniversary bonuses. We have a flexible workplace policy for many positions with the ability to work remotely up to three days per week.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit for long periods; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision

abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

### **DISCLOSURE**

This job description is not a legal document and in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Human Resources.