



JOB DESCRIPTION

Job Title: Accountant / Human Resources Generalist
Reports to: General Manager
FLSA Status: Full-time, Salaried, Exempt

Summary: The Accountant / Human Resource Generalist prepares and manages accounts payable, payroll, and taxes. They also prepare and manage financial reports and forecasts, and manage HR benefits, recruitment, tracking and legal issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform accounts payable and payroll functions
- Prepare period financial reports for management
- Participate in budget forecast
- Prepare journal entries for revenue and expenses as needed
- Close monthly books and prepare supporting documents
- Prepare financial statements and act as point of contact for annual financial reviews
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and be the point of contact for tax preparer, ensuring compliance with payment, reporting and other tax requirements.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses and to provide advice to management.
- Report to management regarding the finances of establishment.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Manage human resources recruitment and tracking, benefits, handbooks, and liaison with professionals to insure legal requirements are met.

SUPERVISORY RESPONSIBILITIES

This job supervises the HR intern.

EDUCATIONS and/or EXPERIENCE

Bachelor's degree in accounting or equivalent is required.

POSITION SPECIFIC REQUIREMENTS:

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

LANGUAGE SKILLS

Ability to read and interpret documents. Ability to write routine reports and or correspondence. Ability to communicate effectively with vendors, customer, and coworkers.

MATHEMATICAL SKILLS

Ability to perform office math functions.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions in written and oral form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to problem solve.

OTHER SKILLS AND ABILITIES

- Attention to detail
- Good verbal and written communication skills.
- Must have basic computer skills and be familiar with MS Office word, excel, and outlook
- Must be familiar with cost accounting and financial statement preparation.
- Ability to be impartial.
- Experience working with MRP/ERP – EVO~ERP experience helpful but not required
- Degree preferred

PHYSICAL DEMANDS Must be able to sit at the desk most of the day. Must be able to keyboard and perform other repetitive tasks. Must be able to lift up to 25 pounds occasionally.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. This is a fast-paced environment, requiring adaptability and flexibility.

EEO Statement: APAvionics provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

ADA Statement: It is APAvionics policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, so long as the employee can perform the essential functions of the job. APAvionics will provide reasonable accommodations to a qualified individual with a disability, as defined by ADA, who has made APAvionics aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the Company.