



Position Title: Accounting Manager

Location: Huntsville, Alabama

Overview:

Azachorok, Inc. is seeking a skilled and experienced Accounting Manager to provide hands on leadership of our financial operations across our nine affiliated companies. This full-time position requires an accounting professional capable of managing full-cycle accounting functions, supporting strategic projects, and leading a growing team.

Key Responsibilities:

- Provide full-cycle accounting for select entities, including A/P, A/R, payroll, journal entries, and reconciliations.
- Provide oversight of accounting operations managed by JV or sub-contract partners.
- Prepare monthly budget reports, support project budgeting including financial projections, and forecast and manage cash flow.
- Complete general ledger functions, including journal entries, reconciliations, and analysis.
- Manage project accounting including but not limited to reconciling contract value changes, completing progress billings and WIP reports, reconcile applicable subledgers, and verify job cost accuracy.
- Ensure payroll tax compliance, including certified and government payroll filings.
- Lead internal financial reporting and coordinate with external CPA firm for year-end preparation.
- Develop actionable financial insights to identify risk and growth opportunities.
- Strengthen and monitor internal controls to safeguard assets and minimize financial risk by establishing and updating accounting policies and procedures.
- Supervise and develop the accounting and administrative team.
- Support grants, programs, and special projects, including participation at the annual meeting.
- Complete federal government invoicing and utilize WAWF to submit reporting as appropriate.
- Coordinate draft financial review with outside CPA.
- Provide overview of consolidated reporting at board meetings.
- Provide onboarding and human resources support in coordination with external human resources support.
- Other duties as assigned



Minimum Qualifications:

1. Bachelor's degree in Accounting, Finance, or related field.
2. Experience utilizing accounting software in support of project accounting, hands on experience in Costpoint or other comparable accounting software.
3. Proficiency in utilizing Microsoft Office Suite.
4. 5+ years of progressive accounting experience, 3 year of supervisory experience, 1 year experience supporting government contracting.
5. Residence in HubZone strongly preferred.

Required Skills and Experience:

1. Experience working with Alaska Native Corporations preferred.
2. Familiarity with the SBA 8(a) Business Development Program.
3. Experience in a deadline driven environment.
4. Excellent written and verbal communication.
5. Ability to manage a variety of deadlines while maintaining excellence.
6. Construction experience preferred.

Work Environment and Physical Demands:

1. On-site, professional office setting in Huntsville, Alabama.
2. Must be able to sit or stand for extended periods and lift up to 40lbs.
3. Positive, fast paced work environment.
4. Travel to various locations including Mountain Village, Alaska not to exceed 20%.
5. Monday through Friday: 8am to 5pm May include occasional weekends to support operational needs. Schedule flexibility available via pre-approval process.

Compensation & Benefits:

- Competitive salary.
- Performance-based bonus incentives.
- Paid holidays, paid time off, subsistence leave.
- Room for professional growth and development as the organization grows.