

Alpine SnowGuards

Job Title: Accountant
Job Classification: Full-Time position, exempt
Direct Supervisor: General Manager

Position Overview:

We are seeking a detail-oriented and motivated Accountant to join our team. The ideal candidate will bring a strong understanding of GAAP principles, excellent analytical skills, and the ability to work both independently and collaboratively with management. This role will be responsible for maintaining accurate financial records, preparing reports, assisting with payroll, and supporting the company's overall financial health. The position provides opportunities to contribute to process improvements, financial analysis, and strategic planning initiatives.

Key Responsibilities:

Financial Recordkeeping & Reporting

- Maintain accurate, organized, and up-to-date financial records in compliance with company policies and GAAP.
- Prepare monthly financial statements, including balance sheets, income statements, and cash flow statements.
- Perform reconciliations for general ledger accounts, bank accounts, accounts payable, and accounts receivable.
- Investigate discrepancies, prepare corrective entries, and report findings to management.

Internal Controls & Compliance

- Assist in monitoring and reviewing internal controls to ensure compliance with accounting standards and company procedures.
- Support the implementation of policies that strengthen financial accountability and accuracy.

Financial Analysis & Budgeting

- Analyze financial data to identify trends, variances, and areas of concern.
- Collaborate with management to prepare budgets, forecasts, and periodic variance reports comparing actual vs. budgeted costs.
- Provide recommendations based on financial insights to support business decision-making.

Payroll & Accounts Management

- Support payroll processing to ensure accuracy and timeliness.
- Prepare bi-weekly check runs, ensuring proper documentation and approvals.
- Assist with processing vendor invoices, employee expense reports, customer invoices, and payments.

Process Improvements

- Identify opportunities to enhance efficiency, accuracy, and timeliness within the accounting close process.
- Recommend and implement process changes to streamline reporting and reduce month-end close time.

External Collaboration & Reporting

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- Partner with external accountants for quarterly tax planning, compliance matters, and year-end adjustments.
- Work closely with management teams to provide insightful financial reports, including sales trends, inventory performance, and profit analysis by product line.

General Support

- Maintain financial documentation to ensure readiness for internal and external audits.
 - Assist with special projects and provide support to the accounting team and management as needed.
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Qualifications:

Education & Certification

- Bachelor's degree in Accounting or Finance required; CPA license preferred.

Experience

- At least 2 years of accounting experience in the private sector, preferably in a similar role.
- Experience with general ledger accounting, financial reporting, and reconciliations.

Technical Skills

- Proficiency in Microsoft Office Suite with advanced Excel skills
- Familiarity with accounting software and ERP systems.
- Strong knowledge of GAAP and general accounting best practices.

Professional Skills

- Collaborative mindset with the ability to work independently as well as part of a team.
- Knowledge of business and management principles, including budgeting, strategic planning, and performance analysis.

The anticipated pay for this position will be between \$75,000 and \$85,000, depending on applicable qualifications and experience.