

SENIOR OPERATIONAL LEADERSHIP · JD-EMK-04

Senior Accounts Manager

JD NUMBER	JD-EMK-04
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	Assistant Accounts Manager · Accounts Payable / Receivable Clerk
DEPARTMENT	Executive

POSITION SUMMARY

The Senior Accounts Manager is the principal financial executive of Emmonak Corporation and its subsidiaries, responsible for all financial planning, reporting, compliance, and treasury functions. Reporting to the President & CEO, the Senior Accounts Manager maintains the financial integrity of the corporation, ensures GAAP-compliant financial statements, and provides forward-looking financial intelligence to support board and executive decision-making. The Senior Accounts Manager manages audit and tax processes for the consolidated enterprise, oversees ANCSA Section 7(i) revenue-sharing compliance, and ensures that all subsidiaries operate within approved budgets.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee all corporate accounting, financial reporting, budgeting, and forecasting activities across Emmonak Corporation and subsidiaries.
- Prepare and present monthly, quarterly, and annual financial statements to the CEO and Board of Directors.
- Manage external audit relationships and ensure timely completion of annual audited financial statements.
- Maintain compliance with ANCSA Section 7(i) revenue-sharing calculations and distributions.
- Oversee tax preparation and filings, including Alaska corporate tax, federal income tax, and any tribal tax obligations.
- Develop and monitor annual operating and capital budgets; issue variance reports with corrective action recommendations.
- Manage banking relationships, lines of credit, and corporate cash flow to ensure liquidity.
- Support 8(a) and government contracting financial reporting, incurred cost submissions, and DCAA audit readiness.
- Evaluate acquisition targets, joint-venture structures, and capital investment proposals.

- Maintain internal controls and financial policies to prevent fraud and ensure data integrity.
- Ensure compliance with federal award financial requirements (2 CFR Part 200 where applicable).
- Supervise accounts payable, accounts receivable, and payroll functions.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or closely related field; CPA strongly preferred.
- Eight (8) or more years of accounting or finance experience, including at least three (3) in a Senior Accounts Manager or Controller role.
- Experience with ANCSA corporations, tribal enterprises, or Alaska-based businesses.
- Proficiency in GAAP, fund accounting, and government contract cost accounting standards (CAS/FAR Part 31).
- Strong analytical and financial modeling skills; proficiency in QuickBooks or enterprise ERP systems.
- QuickBooks Online (QBO) certification, or ability to complete QBO ProAdvisor certification within ninety (90) days of hire.
- Advanced proficiency in Microsoft 365, including Excel pivot tables, Power Query, and financial modeling.

PREFERRED QUALIFICATIONS

- CPA license (Alaska or AZ preferred).
- Experience with DCAA audit support for cost-reimbursement government contracts.
- MBA with finance concentration.
- Experience supporting SBA 8(a) program annual reviews and financial reporting.
- Knowledge of Alaska Native corporation dividend and shareholder distribution structures.
- Experience with Granite Records Management or a comparable corporate records platform for audit-trail documentation.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily sedentary office environment. Occasional travel to Emmonak, AK and subsidiary locations for financial reviews.
Work environment	Emmonak, AK corporate office. On-site required for access to controlled financial records, month-end close operations, and Corporation accounting systems.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date