

JOB LISTING: Accounting Manager

ORGANIZATION: Muskogee City-County Port Authority

LOCATION: Fort Gibson, Ok

SALARY RANGE: \$40,000 - \$65,000

TRAVEL: Not Required

WORK HOURS: 8:00 – 4:30 Monday through Friday; overtime when necessary.

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## DUTIES

Brief Description: This position is located at Three Forks Harbor in Fort Gibson, Oklahoma. The purpose is to provide technical and administrative oversight of the Muskogee Port Authority's finances and reporting of these figures on a monthly basis.

- Prepare a variety of financial documents for accounting transactions and budget defense.
- Responsible for scheduled reconciliation of account and developing various types of accounting reports.
- Perform research of current accounts, historical data, source documents, etc., to assist in development and explanation of detailed information not otherwise readily available.
- Assist the Deputy Port Director in the management of workers' benefits including, vacation, compensation, and insurance of employees.
- Manage vacation, paid leave, and floating holiday schedules for all employees.
- Develop, calculate, and submit weekly and bimonthly payrolls.
- Manage accounts receivable and accounts payable.
- Calculate and produce monthly tonnage reports.
- Calculate and produce monthly invoices for port industries and partners.
- Accounts Receivable daily or weekly bank deposits.
- Accounts Payables weekly check payments to vendors to maintain accounts payable.
- Monthly collection calls to past due accounts receivable accounts.
- Assist the Port Director in preparing and managing a defensible budget.
- Coordinate with Port Authority customers for billing and administrative issues.
- File annual Foreign Trade Zone report.
- Assist the Port Director in managing the profit sharing plan.
- Assist the staff with preparations for board meetings and port events.
- Maintain vendors' Certificates of Liability Insurance and W9s.
- Produce monthly bank reconciliations.
- Produce monthly financial reports for board meeting.

- Assist Deputy Port Director with month end analysis of financial results prior to monthly board meeting and assist with any explanations needed to clarify those results.
  - Assist outside accounting firm with yearly audit.
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## QUALIFICATIONS

Minimum Requirements: Experience, education, or training involving arithmetic principles, attention to detail, and application of established procedures and Generally Accepted Accounting Principles (GAAP). Experience using computer accounting programs and Microsoft Office Suite programs is a must.

Specialized Experience: Must have at least thirty (36) months experience, education, or training in administrative, professional or technical work that provided the opportunity to acquire knowledge of management principles, practices, methods and techniques. Experience must have been in public, private, or non-profit sector accounting which included budget development and defense. Experience developing, coordinating and maintaining an electronic accounting system is necessary. Accounting degree preferred. Experience with Sage software a plus.

## BENEFITS

Vacation: 10 days per year 1-5, 15 days per year 6-10, 20 days per year 11+.

Sick/Personal: 5 days per year

Holidays: 7 days per year, after 90-day probationary period.

Retirement: Competitive Profit Sharing Plan.

Insurance: Competitive health, dental and vision.

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