



Job Title: Senior Accountant
Department: Finance
Division: G&A
Reports To: Controller
FLSA Status: Exempt - Salary

SUMMARY

Parker Ranch is headquartered in Kamuela on the Big Island of Hawaii. It is not only one of the largest ranches in the US, but also one of the largest landowners in Hawaii.

This position is responsible for the maintenance of accounts receivable, fixed assets, intercompany accounts, Hawaii GE tax, and general ledger entries, and also assists with the preparation of financial statements on a monthly basis, in accordance with the scheduled closing process. This position provides direct support to the Controller. Responsibilities include maintenance and reconciliation of accounts receivable, fixed assets, and intercompany accounts, calculation and preparation of monthly journal entries, and backup the Controller functions for month-end-procedures. In addition, the position participates in and has key responsibilities for consolidation and financial reporting of all Ranch operations.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following.

- Leads and participates in business process reviews to improve control and improve efficiency.
- Assist with the ongoing effort to streamline and better the current accounting processes.
- Performs special projects for Controller, CFO, or other management team members as requested.
- Maintain documentation for job cost projects prior to completion. Review and analyze projects to determine progress towards stated goals and objectives, including make v. buy analysis and post-project review.
- Responsible for monitoring, tracking & reconciling all fixed asset accounts for all companies.
- Responsible for the fixed asset subledger.
- Record asset additions, deletions, and depreciation expense in the general ledger and reconcile to the subsidiary ledger.
- Ensure that appropriate lives and depreciation methods are assigned for all fixed assets.
- Coordinate the periodic physical inventory counts of fixed assets
- Responsible for selected general ledger account reconciliations and related analysis.
- Responsible for invoice preparation, reconciliation and analysis of accounts receivable such as rents, sales, towers, insurance reimbursements, fuel purchases, retiree recurring billings, employee receivables, intercompany transactions, etc.
- Monitor customer accounts for non-payment and delayed payment.
- Input, post and reconcile daily cash receipts from all divisions and companies.
- Prepare and post recurring journal entries as assigned on the month-end checklist.
- Prepare and post other journal entries.
- Reconcile all intercompany general ledger accounts on a monthly basis and resolve differences.
- Prepare intercompany billing and payments and reconcile balances on a monthly basis.
- Maintain schedules for prepaid expenses and/or accruals and reconcile to the general ledger and make appropriate entries to the general ledger.
- Assist with preparation of periodic tax and regulatory reports as requested.
- Prepare data for external auditors and support their activities to issue annual audited financial statements.
- Assist in month- and year-end close activities as requested, including review and analysis of results.

- Act as point of contact for field personnel to assist with accounting related questions. Work with departments on accounting and financial analysis matters.
- Relieve Accounts Payable Coordinator on an as-needed basis.

SUPERVISORY RESPONSIBILITIES

This position has no direct reports but will have responsibility for coaching and mentoring others within the organization.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

CERTIFICATES, LICENSES/REGISTRATIONS, or TRAINING

Professional certifications (CPA, CMA, etc.) given preference.

EDUCATION and EXPERIENCE

Bachelor's Degree in Accounting, Business, Finance or related field with minimum 2-4 years experience in all aspects of accounting and reporting.

COMPUTER and SOFTWARE REQUIREMENTS

Proficient in Microsoft Office with strong knowledge of Excel. Parker Ranch currently utilizes the QuickBooks Accounting System and Adaptive Planning for financial reporting. Experience with these systems is desired.

OTHER QUALIFICATIONS

- Solid foundation in accounting principles and procedures.
- Ability to interpret and analyze financial results and translate them into actionable recommendations.
- Strong process analysis skills with an emphasis on problem-solving.
- Experience utilizing ERP Systems and reporting databases.
- Thorough knowledge of business cycles and interaction between processes.
- Experienced in preparing consolidated financial statements with exposure to external audit.
- Strong organizational skills and the ability to meet deadlines within a fast-paced environment.
- Proficient in Microsoft applications and possess strong spreadsheet skills.
- Reputation of accuracy, attention to detail and keeping managers updated.
- Strong verbal and written communication skills.
- Ability to effectively interact and build relationships across organizational boundaries.
- Self-starter who works well within a team environment

COMMUNICATION AND PRESENTATION SKILLS

Ability to analyze and interpret general business periodicals, professional journals or governmental regulations and communicate them to management. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effective communicator who can persuade others and overcome objections while working in a team setting.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT and PHYSICAL DEMANDS

Employee is frequently required to stand, walk, sit, talk, and/or hear for long periods of time. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally more than 50 pounds.