



POSITION DESCRIPTION

Department:	Finance	Department Manager:	Finance Director
Job Title:	Accountant	Reports To:	Finance Director
Classification:	Exempt	Effective Date:	4/30/2026

POSITION SUMMARY

Assist with various accounting activities for the organization, as well as contributing to the underlying financial records, financial reporting, and supporting schedules for the external audits, etc. Support the Controller with achieving financial strategies and effectiveness of internal controls and implement plans to increase efficiencies and/or mitigate risks to the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, the individual must be able to execute each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Please note job duties, responsibilities, and activities may change at any time, with or without notice, to accommodate business needs.

- Maintain working knowledge of various policies & procedures, including the pilot policy manual, staff policy manual, and accounting policies and internal controls
- Ensure compliance with such policies including, but not limited to, conducting triage with pilots and staff and escalating where needed
- Actively support the compilation, analysis, and modeling of financial data and projections used in collective bargaining agreement (CBA) negotiations and implementation, including participation in related discussions
- Actively support the compilation, analysis, and modeling of financial data used in the SWAPA budgeting process, including access to sensitive organizational financial information and workforce planning data
- Process and respond to confidential financial data requests from the Director of Finance, SWAPA executives, committee members, and the Board of Directors
- Maintain access to payroll data and provide payroll processing support as assigned
- Participate in the annual audit process, including compliance support, data review and analysis, and responding to auditor inquiries
- Prepare process documentation related to accounting systems and other related financial controls.
- Conduct first-level review and update of process documentation annually to ensure compliance.
- Prepare financial transactions of the organization
- Assist with month-end close & reporting package and analysis
- Assist with year-end close schedules for the external audit & tax returns
- Assist with required government reporting for affiliated entities of the organization
- Assist with expense reimbursement report approvals & compliance
- Assist with the compilation of the annual budget creation (e.g., meeting with department heads to develop budget)
- Perform investment calculations
- Manage fixed assets and capitalization of items

- Assist with implementation of the Director of Finance/Executives' strategic initiatives and planning/design
- Cross-train as an alternate in the routine accounts payable process
- Take ownership of one-off projects (e.g., software review, etc.)
- Other job duties as defined and assigned

EDUCATION & QUALIFICATIONS

- Bachelor's degree in Accounting required OR Bachelor's Degree in another field accompanied by a Certificate in Professional Accountancy required
- Zero (0) to three (3) years of accounting experience
- CPA or plan to pursue CPA preferred
- Knowledge of Microsoft Office applications including advanced excel skills
- Excellent written and verbal communication skills and ability to interact within all levels of the organization
- Strong analytical skills
- Ability to work effectively in a fast-paced environment
- Organized and able to prioritize and work independently
- Desire and ability to quickly learn, retain and apply detailed information
- Ability to prioritize and manage priorities within an environment of frequent changes

PHYSICAL DEMAND & WORK EFFORTS

- Keying / typing, sitting, standing, and walking
- Ability to spend large periods of time viewing computer monitor(s)
- Ability to lift up to 20 pounds
- Ability to travel, including but not limited to driving, to/from various locations including conferences, trainings, and/or attendance at SWAPA events
- Potential standing for long periods of time in support of Union-related activities such as picketing or training activities
- Constant mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness in an office environment
- Compliance with company attendance standards

Employee Name / Signature: _____

Date: _____

Manager Name / Signature: _____

Date: _____