



Director of Accounting & Staff Martha's Vineyard Shipyard Hybrid Position – Onsite & Remote

About the Organization

Martha's Vineyard Shipyard (<https://mvshipyard.com>) is a privately-held family business with origins dating back to 1860! While the business has changed names and owners over the years, the commitment to giving "best of class" service continues to be the primary goal. Purchased in 1961 by Thomas Hale, M.V.S. is now operated by the third generation of the Hale family. Phil took over the business in 1986 and his son James is now President. M.V.S. provides marina operations and boat storage as well as standard and custom maintenance services for sailboats and powerboats of all makes, models, and sizes. This fast-paced, exciting business is located in beautiful Vineyard Haven and the Hale family is ready to hire a Director of Accounting & Staff due to the upcoming retirement of the incumbent.

KLR Executive Search Group is proud to lead this important engagement! We encourage qualified individuals from both the island and mainland to learn more about this unique hybrid position that enables onsite and remote work flexibility.

About the Opportunity *A formal position description will be provided to qualified candidates.*

Reporting to the President, this role has oversight for all accounting activities and general human resource functions. The position is supported by two experienced team members (one focused on AP & cash receipts, and the other focused on billing, timecards, and time reports).

Primary responsibilities include:

- Maintain the GL accounts and balance AP & AR to the general ledger each month.
- Insure quarterly and yearly corporate taxes and filings get paid correctly and on time.
- Work closely with the company's accounting firm at year end, providing detailed GL account information, finalized Trial Balance, Balance Sheet, Aging's, loan statements, & payroll information. Complete year-end close.
- Maintain various town, state, and federal agency required filings and information gathering.
- Prepare yearly boat storage and mooring rental contracts and billing. Track and follow-up on payments.
- Bank reconciliation, payment and tracking of bank loans, sales tax, mortgages and re-occurring wire transfers.
- Process weekly payroll with ADP, including journal entries, 401K contributions, W2s, and 1099s.
- Perform Human Resource duties such as maintaining personnel files and administering various benefit programs.
- Maintain Worker's Compensation insurance with yearly W/C payroll audits, accident reporting, claim management, documentation, OSHA requirements and employee support.

Preferred Experience & Education

A well-qualified candidate has 5+ years of accounting and office administration experience working closely with the owners of a fast-paced family-owned business. Ability to learn new software systems is essential. Knowledge of Microsoft programs and QuickBooks is important. Strong organizational and communication skills is necessary along with understanding that confidentiality of all client identity and data is critical. Experience interfacing with customers in a service environment is preferred. Bachelor degree in Accounting is also preferred. We are seeking a team player with a good sense of humor who appreciates the challenges of working on an island and enjoys all the benefits of island life!

This is a full-time position with a competitive salary and benefits package. If you are interested to learn more, or would like to make a confidential referral, please contact:

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