

AKUTAN



Position in Anchorage administrative office. Under the direction of the Finance Manager will assist with:

- 1) Record financial transactions and prepare bank and investment statement reconciliations for review with expertise in QuickBooks software
- 2) Monitor bank account balances and prepare internal transfer requests
- 3) Accurately document revenue, bank deposits, and sales receipts
- 4) Maintain and balance the general ledger in preparation for monthly reports: Balance Sheet, Cash Flow, Revenue and Expenditure Report
- 5) Provide support for annual audit/review of financial statements
- 6) Prepare Purchase Orders/Requests for vendor payments, pay invoices, file receipts, and annual 1099s
- 7) Prepare timely and accurate payroll, tax deposits, payroll liabilities payments, and Alaska Public Employees Retirement System (PERS) deposits, and W-2 preparation and maintain payroll records
- 8) Record and maintain information for Health Insurance renewals and other payroll benefits
- 9) Track employee paid annual and sick/admin leave
- 10) Assist with grant reporting on monthly, quarterly, yearly basis as well as closeout reports
- 11) Compile monthly project budget reports on cash and accrual basis as needed
- 12) Provide help with annual budget development and quarterly reporting
- 13) Maintain records for and renewal of licenses, subscriptions, and fees
- 14) Assist with point-of-sale system, customer accounts and payments for leases, rents, and municipal fees
- 15) Administrative support including record keeping, filing, mail receipt, contract files, meeting schedules and video-conference meetings setup, travel coordination, order supplies

Skills:

- ❖ Experience with rural Alaska communities, municipal accounting and enterprise funds
- ❖ Five years' experience working in accounts payable and receivable, general ledger, payroll and payroll reporting, or a combination of education and experience establishing qualifications
- ❖ knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- ❖ Strong understanding of fund accounting
- ❖ Proficiency in QuickBooks, Microsoft Office including Word, Outlook, Access and especially Excel
- ❖ Extensive experience with accurate data entry and record keeping
- ❖ Ethical, organized, detail oriented and ability to meet deadlines
- ❖ Extensive use of computers, electronic files, networks and servers, VOIP, video-conferencing and meeting setup preferred

To Apply: Complete Job Application, Cover Letter with requested wage, Provide Three Professional References and submit to finance@akutanak.us. Open January 31, 2024 to February 9, 2024.