

JOB TITLE	Staff Accountant	LOCATION	Anchorage
TYPE OF POSITION	Full-Time, Regular	SCHEDULE	M-F, 8am-5pm
FLSA STATUS	Non-exempt	REPORTS TO	Director of Finance
SUPERVISES	N/A	DATE POSTED	8/5/2022

POSITION SUMMARY:

Our firm is seeking a dedicated accounting professional to join and grow with our fast-paced organization. This position will support month end close and audit processes. The successful candidate will have exceptional organization and communication skills (both written and oral), the ability to stay on task and maintain a high level of organization, as well as a high proficiency communicating with clients, vendors and our team.

ESSENTIAL FUNCTIONS:

- Verify and post details of transactions to the General Ledger.
- Perform various reconciliations.
- Ensure compliance with applicable State and Federal payroll laws to include but not be limited to quarterly reporting, payroll processing, and year end reporting.
- Assists in audit preparation and appropriate reconciliations.
- Researches and resolves accounting problems and errors and makes recommendations for corrections.
- Assist in preparing monthly and quarterly financial statements.
- Assist in preparing schedules and supporting documentation for annual financial audits and tax reporting.
- Assist in onboarding of new clients.
- Manage, coordinate and execute daily, weekly, monthly and quarterly standard operating procedures, financial reports and all other reports and analytics required of the accounting department.
- Assist the DOF with establishing and maintaining processes, practices, and systems to ensure timeliness and accuracy of financial information.
- Report discrepancies, non-compliance, and/or other potential unethical practices to the DOF immediately.
- Prepare and/or assist with the preparation of monthly journal entries.
- Take initiative to solve routine problems and concerns, proposing solutions for the DOF's approval.
- Actively participate in team meetings.
- Working with others to create solutions and improve operations.
- Assists in maintaining filing systems and record retention management.
- Back up support (as needed) to the accounting services and audit teams.
- May perform incidental tasks related to the position as well as various duties, as assigned, to support the overall objectives/goals of the team.

REQUIRED QUALIFICATIONS:

- Minimum of a Bachelors degree in accounting, finance, business administration or related field is required. Work experience may be substituted on a year for year basis.
- Minimum of three years experience in prior accounting position required.
- Demonstrated knowledge and experience in establishing and maintaining accounting records, files, ledgers, and data information systems.
- Computer efficiency in Microsoft Suite and QuickBooks preferred.
- General knowledge of accounting procedures and understanding of GAAP required.
- Consistent and dependable attendance is a requirement of the position.

PREFERRED QUALIFICATIONS:

- Audit support experience.
- Experience working with Alaska Tribes.
- Experience managing multiple accounting clients.
- Knowledge of grant reporting processes and procedures.

REQUIRED SKILLS:

- Knowledge of finance best practices and regulations required, including IRS, AK Dept of Labor and Workforce Development and US DOL.
- Ability to maintain a high level of confidentiality.
- Ability to plan, set priorities and organize several work assignmentent with limited supervision while meeting deadlines.
- Ability to communicate effectively with a diverse group of staff, clients, and members of the community.
- Knowledge of full cycle accounting processes and procedures.
- Willingness to solicit and respond to client feedback to ensure customer satisfaction.
- Practice and promote effective collaboration to accomplish the goals of the accounting services and audit team.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

We offer generous paid holidays, paid time off, medical/dental/vision and matching 401k.