

POSITION SUMMARY:

JOB TITLE	Accounting Specialist	LOCATION	Anchorage
TYPE OF POSITION	PT/FT, Regular	SCHEDULE	M-F
FLSA STATUS	Non-exempt	REPORTS TO	Director of Finance
SUPERVISES	N/A	DATE POSTED	3/23/2023

Our firm is seeking both full time and part time accounting specialists to join our growing team! We specialize in full cycle accounting and audit support for Alaska Native corporations, city governments, and Tribal Governments.

ESSENTIAL FUNCTIONS:

- Verify and post details of transactions to the General Ledger.
- Perform various reconciliations.
- Researches and resolves accounting problems and errors and makes recommendations for corrections.
- Assist in preparing schedules and supporting documentation for annual financial audits and tax reporting.
- Assist in onboarding of new clients.
- Coordinate and execute daily, weekly, monthly and quarterly standard financial reports
- Assist the DOF with establishing and maintaining processes, practices, and systems to ensure timeliness and accuracy of financial information.
- Prepare and/or assist with the preparation of monthly journal entries.
- Actively participate in team meetings.
- Work with others to create solutions and improve operations.
- Assists in maintaining filing systems and record retention management.
- Perform general accounting activities.
- May perform incidental tasks related to the position as well as various duties, as assigned, to support the overall objectives and goals of the team.

REQUIRED QUALIFICATIONS:

- Minimum of an associates degree in accounting, finance, business administration or related field is required.
- General knowledge of accounting procedures and understanding of GAAP required.
- Consistent and dependable attendance is a requirement of the position.
- Interest in learning about the business of Tribes, Governments, and Native Corporations.

PREFERRED QUALIFICATIONS:

- One year of demonstrated accounting experience preferred, but training and growth is a cornerstone of our values as an organization.
- Demonstrated knowledge and experience in establishing and maintaining accounting records, files, ledgers, and data information systems preferred.

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 assignments with limited supervision while meeting deadlines.
- Effective communication with a diverse group of staff, clients, and members of the community.
- 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. Standard work week is 37 hours, with 3 hours of paid leave provided each Friday.

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 and perform any other job-related instructions and any other job-related duties requested by any person authorized to give instructions or assignments.

We offer generous paid holidays, paid time off, onsite parking, medical/dental/vision and matching 401k. Full time employees are paid 40 hours for a 37 hour work week.

Alchemy is an SBA 8(a) and Women Owned Certified Small Business.