**ASSOCIATE ACCOUNTANT Position: Full-time; Non-Exempt**

Reports to: Controller Based in Anchorage, Alaska

**PURPOSE**

Under the direction of the Controller, fulfills the day-to-day accounting responsibilities, including, but not limited to, maintaining Accounts Receivable, Accounts Payable, the General Ledger and Accounting System, Payroll, and Financial Reporting.

Compensation: $70,000, excellent benefits

**RESPONSIBILITIES**

*Transactions*

* Set up and maintain vendor records in Accounting Software and SharePoint.
* Process vendor invoices and prepare and process accounts payable checks, wire transfers and ACH payments in a timely manner.
* Maintain accruals, prepaids, fixed assets and debt amortization schedules.
* Post weekly bank transactions and cash receipts.
* Perform month-end journal entries.
* Perform monthly accounting close and prepare financial reports on a timely basis.
* Reconcile bank statements monthly.
* Prepare year-end 1099 forms.
* Adhere to process checklists and existing internal control policies and procedures.
* Assist in special projects such as audits, data analysis, and account reconciliations.
* Assist with Daily, Weekly, Monthly and Annual reporting.
* Other duties as necessary.

*This role involves a host of duties and tasks that are too numerous and dynamic to document in detail. We also may adjust roles from time to time.*

**QUALIFICATIONS**

*Education*

* Associate’s Degree in Accounting is required.
* Comparable experience may be substituted for the education requirement.

*Experience*

* Two years of general accounting experience utilizing GAAP.
* Preference will be given to individuals with experience as a full charge bookkeeper.

*Knowledge and Skills*

* Working knowledge of Quickbooks or similar accounting software package is preferred.
* Advanced knowledge of MS Office, to include Word, Excel, PowerPoint, Outlook and SharePoint.

*Supervisory Responsibility*

* This position has no supervisory responsibilities.

*Work Environment*

* This job primarily operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

*Physical Demands*

* While performing the duties of the job, the employee is regularly required to communicate with co-workers. The position also requires the ability to frequently stand, walk, sit, lift files, open filing cabinets, bend or stand on stool as necessary.