

JOB DESCRIPTION

TITLE: Accounting Technician – General Ledger

DEPT: Headquarters (Fairbanks, AK)

REPORTS TO: Controller

WAGE RANGE: DOE

POSITION OBJECTIVES:

The primary responsibility of this position is to insure timely, accurate accounting of financial and statistical transactions primarily related to the general ledger. This position performs complex, professional, technical work related to the preparation and the maintenance of the company financial accounting records and systems. Considerable judgment must be exercised to ensure compliance with company policies, procedures, rules, and State and Federal laws and regulations. This position is under the direct supervision of the Controller.

ESSENTIAL FUNCTIONS:

General Ledger

1. Prepares monthly and quarterly financial reports and other special ad hoc reports as needed.
2. Prepares a variety of monthly account reconciliations, including preparing and inputting appropriate correcting and/or adjusting journal entries.
3. Prepares working papers and analysis for the interim reviews and yearend audit; including analysis comparing current year actual to budget, current year actual to prior year and current year actual to previous quarters.
4. Prepares schedules for annual audit.
5. Responds to inquiries and determines accounting treatment of transactions, as needed.

Cash Management

1. Maintains the cash transactions including interest income, wires, ACH's, Payroll, Accounts Payable, miscellaneous receipts, and utility billings. Prepares and/or reviews reports of daily, weekly, monthly, and annual cash activities and notifies the Controller of any irregularities.
2. Balances and posts entries for all cash and advises the Controller of utility billing account differences.

Accounts Receivable Control

1. Prepare and process invoice billing.

JOB SPECIFIC COMPETENCIES:

1. Thorough knowledge of and ability to apply basic accounting principles.
2. Thorough knowledge of company policies and procedures and the ability to apply that knowledge on a daily basis.
3. Considerable knowledge in all aspects of General Ledger, Accounts Receivable, and Cash Management.
4. Proficient in the use of Microsoft Office applications.
5. Self-motivated and able to work under minimal supervision and in a fast-paced environment.
6. Possess excellent communication and organizational skills, attention to detail with excellent problem solving, and the desire to be a strong contributor to the department.

7. Ability to investigate and satisfy inquiries made by others in a prompt, professional manner.
8. Ability to relieve and perform the daily functions of other Accounting personnel, as needed.
9. Ability to maintain confidential, sensitive or proprietary information.
10. Ability to make sound, independent decisions and to prepare accurate mathematical documentation.
11. Ability to establish and maintain effective working relationships with subordinates, other employees, auditors, and the general public.
12. Ability to comply with professional and state ethical standards.

REQUIRED QUALIFICATIONS:

1. High School diploma or equivalent.
2. Must understand general accounting processes with deadlines and requirements.
3. Three years of Microsoft Office experience.
4. Minimum of three years of related job experience.
5. Must be eligible to work on a military installation in Alaska.

PREFERRED QUALIFICATIONS:

1. Accounting Associates Degree
2. Experience with banking computer system programs for wires, ACH's, stop payments, and company bank account information

CONDITIONS AND ENVIRONMENT:

The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring regular sustained concentration, standing, bending and carrying items weighing less than 40 pounds. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

HOURS OF WORK:

Position requires a minimum of 40 hours per week (normal office hours are 8:00 am to 5:00 pm, Monday-Friday) with hours in excess of 40 per week as needed. Position may require announced or unannounced overtime.

EMPLOYMENT CLASSIFICATION:

Non-Exempt/Full-time Regular

Employee Signature

Date