

**Doyon Utilities, LLC  
Job Description**

<b>JOB TITLE</b>	Accounting Technician I Accounting Technician II	<b>LOCATION</b>	HDQ Accounting
<b>REPORTS TO</b>	Controller	<b>HOURS</b>	40 Hours/Week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F /8am-5pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Non-Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	12/15/18

**GENERAL DESCRIPTION:** The primary responsibility of this position is to support accounting by ensuring timely and accurate administrative work in the preparation, processing, maintenance, and verification of accounting documents and records for standard to moderately difficult accounting activities related to cash, accounts receivable, accounts payable, payroll, inventory, or utility plant accounting.

**Accounting Technician I** is an entry-level accounting support position performing routine daily, and monthly accounting and administrative assignments with primary responsibilities in areas such as cash, AR, AP, inventory and records management. Individuals work under close supervision and are expected to provide assistance to other technicians and higher level accounting staff working on more complex assignments. Individuals in this position may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher class.

**Accounting Technician II** is an accounting technician able to perform standard to moderately difficult assigned duties with a high degree of independence, accuracy, and proficiency or more complex accounting tasks such as payroll and utility plant accounting with close supervision.

**ESSENTIAL DUTIES:**

The list below is intended to be illustrative of duties required by the position and is not intended to be a complete list of those duties.

1. Review and verify accuracy of external supporting documentation.
2. Timely and accurately processes financial transactions.
3. Enters data into electronic journals, ledgers, and systems of record.
4. Organize and maintain financial records.
5. Research, analyze and summarize transactions to resolve issues or respond to inquiries.
6. Reconcile balances, accounts and ledgers.
7. Assist with internal and external audits by providing support, preparing schedules, and answering questions.
8. Communicate with vendors, customers, stakeholders or process owners as necessary to advise and address issues.
9. Recommend actions to resolve issues
10. Assist other Technicians and higher level accounting staff as needed.
11. Compile data and prepare reports.
12. Provide back-up support for other accounting positions during vacancies.
13. Support all internal departments of the business including operations, regulatory, administration and executive management.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

1. Knowledge of and ability to apply basic accounting principles.
2. Ability to implement policies and procedures and apply that knowledge on a daily basis.
3. Must be self-motivated and able to work effectively in a team environment.
4. Ability to meet deadlines with the highest degree of accuracy
5. Proficient in Microsoft Office, (Word, Excel, Access, and PowerPoint) with experience in ERP systems (Microsoft Dynamics Nav, preferred), and the ability to quickly develop a working knowledge of financial systems.
6. Possess excellent communication and organizational skills, attention to detail with excellent problem solving, and desire to be a strong contributor to the department.
7. Ability to learn, relieve and perform the daily functions of other Accounting Technicians, as needed.
8. May require announced or unannounced overtime work and be able to respond accordingly during non-working hours or emergencies.
9. Ability to maintain strict confidentiality.

**CONDITIONS OF EMPLOYMENT:**

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.

**ENVIRONMENT:** The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring regular sustained concentration. On occasion, standing, bending and carrying items weighing less than 40 pounds may be necessary. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities. This position may require announced or unannounced overtime work during non-working hours in response to Company requirements or emergencies.

**EDUCATION AND EXPERIENCE:**

1. High School Diploma or equivalent is required
2. Associate's degree in Accounting preferred
3. 1 to 3 years of related job experience required

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Employee Signature

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Date