

JOB TITLE	Accounting Generalist	LOCATION	Anchorage
TYPE OF POSITION	FT, Regular	SCHEDULE	M-F
FLSA STATUS	Non-Exempt	REPORTS TO	CFO
SUPERVISES	N/A	DATE POSTED	04/18/2025

**POSITION SUMMARY:**

This position provides accounting and payroll services to multiple external clients and as needed support to our own government contracts.

**ESSENTIAL FUNCTIONS:**

- Perform various accounting functions including, but not limited to, payroll, accounts payable, accounts receivable, and account reconciliations. Prepare and post journal entries.
- Researches and resolves account problems and errors and makes recommendations for corrections.
- Actively participates in team meetings.
- Assists in the execution of standard financial reports.
- Assists in maintaining filing systems and record retention management.
- 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:**

- A minimum of an associate degree in accounting, finance, business administration or related field is required. Experience may be substituted on the basis of two years' experience per each year of education required.
- Five years progressive accounting experience. Working knowledge of AR, AP and Payroll.
- Experience in fund accounting, government contracting or accounting, or other similar experience preferred.
- Ability to pass required background checks.

**REQUIRED SKILLS:**

- 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.
- Excellent analytical skills and attention to detail.

**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 36 hours, with 4 hours of paid leave provided each Friday. Occasional overtime may be approved on a case by case basis. Salary DOE. This is an onsite position which requires reliable transportation and attendance.

**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].

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 36 hour work week.*