



## Accountant

### **Job Purpose/Duties**

The Accountant supports The Eyak Corporation and its subsidiaries, associated non-profits and other entities (*business entities*) through accurate financial entry and reporting practices. The Accountant will support functional areas including but not limited to: payroll, benefits, general ledger, banking, audits, compliance and research.

### **Payroll**

- Maintain employee payroll data and update payroll information in the payroll system.
- Prepare bi-weekly and monthly payroll.
- Prepare applicable payroll reports and analysis as required.
- Work with employees to answer and resolve payroll related issues.

### **Benefits**

- Maintain employee benefit data, track eligibility and company benefits.
- Work with VP of Finance during open enrollment.
- Reconcile 401k, health insurance and other benefit accounts.
- Ensure timely deposits and transfers of funds.
- Work with employees to ensure an understanding of benefits, deductions and contributions.

### **General Accounting**

- Accounts receivable and invoicing for assigned business entities.
- Accounts payable for assigned business entities.
- Process intercompany transactions.
- Prepare journal entries and reconcile general ledger accounts.

### **Banking**

- Responsible for electronic banking transactions, including setting up ACH payments and other wires.
- Download bank statements and prepare bank reconciliations for all accounts including credit card accounts.

### **Audits, Compliance and Research**

- Adhere to and assist with the enforcement of Eyak's ethics policy and other applicable company policies and procedures.
- Assist with activities related to internal and external audits, including but not limited to: audits of contracts, compensation, 401k, and the annual financial audit.
- Perform research and compile data and materials as assigned.

### **Other**

- Work with VP of Finance and other managers to develop and maintain SOPs.
- Assist with employee and board training.
- Other duties and responsibilities as assigned.



## **Qualification Requirements**

### **Education and Experience**

- Bachelor degree in Accounting, Finance, Business Administration or other related field from an accredited institution – required.
- Two or more years of experience in accounting or finance – required.
- Experience with Alaska Native Corporations – preferred.
- Experience with federal contracting, SCA wages and benefits, and the SBA 8(a) program – preferred.
- Experience with ADP payroll processing – preferred.

### **Skills and Abilities**

- Ability to work with Managers, Vice Presidents, CEO, Board, and other employees in a professional, respectful and collaborative manner – required.
- Ability to foster and maintain professional relationships and contribute to a positive working environment – required.
- Ability to work nights and/or weekends as necessary.
- Compliance with Eyak’s drug testing policy – required.
- Excellent written, verbal and interpersonal skills – required.
- Knowledge of GAAP and financial statement reporting and preparation – required.
- Ability to analyze data, prepare financial models, charts, graphs, reports, etc. – required.
- Basic to intermediate knowledge of computer hardware, software and other applications such as Microsoft Outlook, Excel, Word, PowerPoint, Publisher, Skype, etc. – required.
- Advanced knowledge of Microsoft Excel, Word and QuickBooks Enterprise Accounting – preferred.

### **Work Environment and Physical Demands**

- This position is clerical and operates in an office environment. Standard office equipment such as computers, copiers, scanners, phones, etc. will be routinely utilized.
- This position is generally sedentary; however, there will be some filing and other organization involved in some daily tasks, which will require lifting, bending, standing, etc. in order to maneuver.

### **Preference Statement**

Preference will be given to The Eyak Corporation shareholders and shareholders of other Alaska Native Corporations in accordance with federal law and the corporation’s policy.

### **To Apply**

Please submit a resume with references to HR@Eyakcorp.com