



Senior Accountant

Job Purpose/Duties

The Senior Accountant supports The Eyak Corporation and its subsidiaries, associated non-profits and other entities (*business entities*) through accurate financial entry and reporting practices. The Senior 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.
- Prepare financial and Board reports.

Banking

- Responsible for electronic banking transactions, including setting up ACH and other electronic payments.
- Performs 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, other related field from an accredited institution; or 10 years of accounting or finance experience – 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 pass a pre-employment background check – required.
- Ability to obtain and maintain a “Secret” or “Top Secret” clearance – required.
- 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