



## Bristol Bay Economic Development Corporation Job Description

### **POSITION TITLE:** *Staff Accountant*

**POSITION DESCRIPTION:** The Staff Accountant reports directly to the Finance Officer and works closely with other accounting department staff to perform general accounting transactions, reconciliations and assists in the preparation of financial reporting of the corporation as defined in this job description.

### **QUALIFICATIONS:**

- Bachelor's Degree in Accounting preferred.
- Minimum two or more years' experience in accounting or related field.
- Ability to analyze accounting data and prepare accounting information for presentation.
- Knowledge of corporate and non-profit financial reporting principles.
- Knowledge of accounting techniques and reporting procedures.
- Proficiency in spreadsheet software (Excel) and Word.
- Accufund accounting software knowledge preferred.
- Ability to work with a diverse workforce.
- Ability to maintain strict confidentiality.
- Possess good communications skills, both written and oral.
- Must be able to meet deadlines and prioritize tasks, work efficiently with minimal supervision, and be detailed oriented.

### **DUTIES AND RESPONSIBILITIES:**

- Perform monthly reconciliation of the corporation's bank and investment accounts, preparing corresponding journal entries.
- Assist with month-end closing process, conducting research as needed, making correcting journal entries for account discrepancies, and posting various accrual entries.
- Assist with the preparation of monthly and quarterly financial statements.
- Assist with the preparation of corporate and subsidiary tax returns.
- Assist with preparation and completion of the corporation's annual financial audit to include closing entries, reconciling general ledger accounts, and drafting financial statements.

- Assist with maintenance of chart of accounts, perform account analysis and reconciliations as needed.
- Maintain fixed assets, which includes journal entries, reconciliation of fixed assets, and preparation/maintenance of depreciation schedules.
- Update and maintain accounts receivable, preparing invoices as needed.
- Assist with tracking and entering the corporation's cash receipts, including working with the Fisheries Quota Manager as necessary to ensure royalties received are accurately coded for entry into the accounting system.
- Support and back up for Payroll and Accounts Payable.
- Maintain a current knowledge of accounting rules and requirements.
- Utilize accounting system, spreadsheets, and related software.
- Performs related work as assigned.

**REPORTS TO:**

Finance Officer

**SALARY RANGE:**

\$28.85 - \$40.87/ hourly, DOE