



**Title:** Accounting Clerk  
**Posting Date:** September 7, 2022  
**Full Time / Part-Time:** Full time hourly  
**Location:** Anchorage, AK

### **Job Overview:**

Accounting Clerk responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. You will also run accounting software programs (e.g., Costpoint) to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts. A successful accounting clerk should be familiar with all accounting procedures.

### **Accounts Payable Duties**

- Process invoices for payment to include but not limited to scanning invoice documentation, data entry of invoices for payment processing, reconcile and enter credit card receipts by card
- Process payments (checks and NACHA) for outstanding invoices
- Maintain vendor records and verify all change requests to minimize fraud risk
- Reconciles account statements and investigates discrepancies
- Respond to vendors and internal customers promptly and professionally
- Develops and documents new efficient standards of procedure for accounts payable

### **Accounts Receivable Duties**

- Prepare invoices, credits, and adjustments for internal and external customers, to include, but not limited to, recurring and non-recurring billings
- Reviewing and reconciling hours to monthly billings
- Process payments by customer
- Generate and mail statements
- Complete research and filing as needed
- Communicate with customers via phone, e-mail, mail or in person to make payment arrangements on delinquent accounts
- Other duties as assigned

### **Knowledge and Abilities:**

- Demonstrated expertise in a variety of accounting concepts, practices, and procedures
- Strong analytical skills and attention to detail
- Ability to work under pressure and meet deadlines as required
- Teamwork and communication skills
- The ability to build and maintain strong working relationships with board members, customers, employees, and shareholders
- Microsoft Office Suite skills to include Microsoft excel experience required



**Required experience and education:**

- A minimum of two years of experience in accounting/finance positions with progressive increases in the size and scope of responsibilities
- Associates degree (Accounting). Adequate experience may be substituted for the education requirement

**Preferred (but not required):**

Experience in Deltek Costpoint

Previous experience working with Alaska Native Corporations

**Position requirements:**

This position is subject to a pre-employment drug & alcohol screening and/or random drug screen. If the position requires, an applicant must pass a pre-employment criminal background history check.

**EEO:**

Alaska Peninsula Corporation (APC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, APC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APC's employees to perform their job duties may result in discipline up to and including discharge.

APC family of companies' practices shareholder, shareholder spouse, descendant, and Native preference as allowed by public law.

APC is an "At-Will" employer, as allowed by regulation.

**Other duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.