



PO Box 705
Cordova, AK 99574

907.424.5800
pwssc@pwssc.org

pwssc.org

EMPLOYMENT OPPORTUNITY

Position: Bookkeeper

Start date: variable; Early July 2018 preferred

Applications are solicited for a full-time, full charge bookkeeper. Good computer skills and a working knowledge of accounting, word processing, and spreadsheet software is required. Payroll, AP/AR experience is preferred. A detailed position description follows.

Qualifications:

High school graduate or G.E. D. required; Associates or bachelor's degree preferred. Minimum one to two year's bookkeeping, accounts payable, payroll, or accounts receivable experience. Proficiency with word processing and spreadsheet software required. Microsoft Office 10 preferred. Mas 90, SAGE, or other similar accounting software experience preferred.

The bookkeeper position reports to the Finance Director and subsequently to the Chief Operating Officer. The bookkeeper engages with all members of staff and many vendors, both within and outside the community of Cordova. This person should be extremely organized and comfortable responding to requests and providing information to multiple parties in a timely, professional fashion.

Responsibilities:

- Maintain general ledger, accounts payable & accounts receivable modules
- Complete bi-Monthly payroll, payroll quarterly and annual tax reports, W-2, 1099's
- Help ensure compliance with federal, state, and audit requirements
- Reconcile bank statements and credit cards monthly
- Invoice granting agencies
- Assist with travel logistics
- Help maintain Science Center reporting worksheets such as those pertaining to worker's compensation and other benefits
- Assist Finance Director with preparation of audit schedules
- Willingness to occasionally work additional hours or hours outside of the typical work schedule
- Assist with other tasks assigned by the Finance Director and President.



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Hours: 40 hours per week preferred (Monday-Friday)

Salary and benefits: Starting \$17 - \$20 per hour, depending on experience. This position is overtime eligible. Benefits include: medical, dental, optional 403(b) retirement program with employer matching program, worker's compensation insurance, and paid time off.

How to apply:

Email the following to Finance Director Linnea Ronnegard (lrønnegard@pwssc.org) with the subject line "PWSSC Bookkeeper: [Your First and Last Name]": a 1-2 page cover letter detailing your experience and interests in bookkeeping and why the Science Center would be a meaningful workplace for you; a resume; a list of three references. Applicants must be authorized to work in the United States for any U.S. employer. Review of application begins June 22, 2018. Position open until filled. Preferred start time preferably within the first 10 days of July.