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**Position Announcement: Bookkeeper**

**Position Location: This is an onsite role in Cordova, AK**

The Prince William Sound Science Center (PWSSC) seeks an experienced candidate for the position of bookkeeper. The bookkeeper shares duties with an existing bookkeeper. This position will primarily be responsible for payroll, contracting, and human resources aspects of the business but is expected to cross-train on accounts payable and receivable. This position's HR responsibilities include oversight of benefits, personnel policies, and compliance with worker's compensation requirements and state and federal labor and tax laws. The position supports contracting and reporting tasks as well.

The bookkeeper position reports to the finance director. The bookkeeper engages with all members of staff and many vendors, 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.

Our ideal candidate has strong communication skills and the ability to interact effectively with staff, senior management, and outside parties. They must take ownership of their role and have the ability and experience to work independently, set priorities, manage competing deadlines, maintain confidentiality, consistently produce high-quality work, exhibit strong time-management skills, and require minimal supervision. Critical thinking skills are necessary; this person uses problem-solving skills to analyze data and develop meaningful solutions to specific problems. The ability to read and interpret technical documentation and implement relevant practices is also key.

**PWSSC Background:**

PWSSC's mission is to advance community resilience and the understanding and sustainable use of ecosystems. The Prince William Sound Science and Technology Institute, dba Prince William Sound Science Center (PWSSC), is an Alaska non-profit that was incorporated by commercial fishermen and community leaders in 1989 and is committed to scientific research and science education. We work to improve the understanding of the ecosystems of Prince William Sound, the Copper River watershed, and the northern Gulf of Alaska. Prince William Sound (PWS) is located in the northeast corner of the Pacific at 60° N and includes an intricate network of glaciers, forests, fjords, barrier islands, wetlands, and freshwater, estuarine, and marine systems. Of the five PWS communities, only Valdez and Whittier have highway access to the main road system. Access to Cordova is by boat or plane. Alaska Marine Highway System ferries and an airport that receives daily commercial airline traffic (e.g. 737s) serve the community. For more information visit [www.pwssc.org](http://www.pwssc.org).

**Essential Duties:**

- Complete bi-monthly payroll, quarterly and annual tax and other reports, W-2's, assist with 1099's
- Maintain Science Center reporting worksheets such as those on worker's compensation and other benefits
- Be able to interface with outside HR firms
- Assist with the maintenance of general ledger, accounts payable, and accounts receivable modules
- Help ensure compliance with federal, state, funder, and audit requirements
- Assist with the reconciliation of bank statements and credit cards monthly
- Invoice granting agencies
- Assist with purchasing
- Assist the Finance Director with the 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 & CEO.

**Position Requirements:**

- High school graduate or G.E.D.
- Two years of previous bookkeeping experience is preferred
- Ability to work with Microsoft Excel and Word
- Experience with non-profit accounting, Accufund or other fund accounting software, reporting software, and federal grant compliance is preferred, or the aptitude and willingness to learn Accufund and master and excel in its use.
- Experience in human resources and a familiarity with Alaska labor laws is beneficial.
- Extremely organized and models advanced customer service skills and abilities.
- Demonstrated ability to communicate effectively with and work with diverse individuals
- Candidates who are not U.S. citizens or permanent residents must satisfy U.S. employment requirements.

**Salary and benefits:**

This is a full-time, non-exempt position. Salary is competitive with non-profit organizations and municipal entities in Alaska (~\$26 - \$30/hr dependent on experience). Benefits include health insurance (with dental and vision coverage), a cafeteria plan for healthcare-related expenses, paid time off, and optional enrollment in a 403b retirement annuity with options for employer match.

**To apply:**

Please submit a letter of interest, resume, and contact info for three references to President & CEO Katrina Hoffman at khoffman [at] pwssc.org with the subject: Bookkeeper: [Your Last Name].

**Position open until filled. Start Date: ASAP.**

**EO/AA Employer.** Job Type: Full-time, non-exempt.