



CITY OF BETHEL

Post Office Box 1388

Bethel, Alaska 99559

Phone: 907- 543- 2047

Position Vacancy Announcement

General Ledger Accountant/Analyst

Position Description:

Applies technical financial and accounting knowledge to month-end and year-end reconciliations, journal postings and reporting, grant management, internal auditing, policy and procedures development and special projects.

Compensation:

Salary Range \$54,013 - \$61,039 plus health and life insurance, PERS (Alaska Public Employees Retirement System), paid holidays and annual leave accrual. This position is eligible for membership in the Alaska Public Employees Association, Local 6055.

Essential Functions:

- Analyzes the City's accounts to ensure compliance with statutory requirements and adherence to generally accepted accounting principles as codified by GASB;
- Performs monthly closings of general ledger accounts and other financial transaction types;
- General monthly financial statements for multiple transaction types, to include recurring transactions, employee benefits, utility usage, and credit card activity;
- Performs monthly general ledger account and bank statement reconciliations;
- Posts journal entries as warranted;
- Assists in the planning and preparation of annual budget;
- Assists in preparations for annual financial audit and works directly with auditors as needed;
- Tracks grant reporting and prepares financial reports in accordance with grant requirements;
- Prepares particular financial reports as needed;
- Attends Council, Commission, and staff meetings as needed;
- Assists in internal audit activities.

Qualifications:

Bachelor's degree in accounting, finance or business with 30-semester hours of course work in accounting or finance; three years' experience in government accounting for a municipality or public entity; experience in public sector management and budgeting.

To Apply:

Submit a required City application and resume to City of Bethel Human Resources at the above address or electronically to humanresources@cityofbethel.net. Applications may be obtained at the Bethel Job Center or from our website, www.cityofbethel.org.

Position open until filled; application review is ongoing.