



## **REVENUE ACCOUNTANT**

The Kodiak Island Borough is accepting applications for the regular, full-time, union position of Revenue Accountant with the Finance Department.

### **KODIAK**

Situated in the northern Gulf of Alaska, just east of the Alaska Peninsula, Kodiak is the second largest island in the United States. The Kodiak Island Archipelago is home to about 13,000 people, who celebrate their multicultural community. Despite the island's isolation, residents enjoy a cosmopolitan lifestyle. Activities include the best in outdoor sport and recreational opportunities with access to secluded beaches; extensive wilderness trails; and easy mountain hikes. Downtown offers retail and coffee shops; restaurants and museums; and one of Kodiak's two scenic boat harbors. Commercial fishing; seafood processing; logging; recreational hunting and fishing; tourism and government make up the economy of Kodiak. The island boasts the nation's largest Coast Guard base; a commercial rocket launch facility; one of the largest Travelifts in the world; and six newly installed wind turbines on Pillar Mountain, overlooking beautiful Kodiak City.

The Kodiak Island Borough was incorporated on September 24, 1963, and is a second-class Borough with a manager form of government. The Borough has six departments and 44 full-time employees. Under the direction and leadership of the Borough Manager, the departments of the Kodiak Island Borough administer quality, cost-effective services to the citizens of Kodiak. Municipal powers include area-wide education; taxation; planning; health; non-area-wide parks and recreation; solid waste; economic development; building inspections; service areas; and fire and emergency services.

### **POSITION OVERVIEW**

This position is part of the Finance Department team and is one of the department's two accountants. The position supervises fiscal support staff; analyzes fiscal information; prepares detailed financial reports; processes accounting entries; reconciles accounts and reports; prepares legally required state, Federal and local reports and statements; participates in the development and implementation of internal control procedures; and assists with budgets and year-end closings.

### **QUALIFICATIONS**

Bachelor's degree and three (3) years of professional level accounting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Supervisory experience is desirable.

The successful candidate will possess knowledge of applicable Federal, state and local laws, codes, regulations and/or ordinances; supervisory principles; Generally Accepted Accounting Principles; audit principles; financial management and budgeting principles; and skill in supervising and evaluating employees; prioritizing and assigning work; interpreting and applying applicable laws, codes, regulations and standards; time management and work prioritization; analyzing, reconciling and reporting information; preparing budgets; handling sensitive and confidential information; and communication and interpersonal skills.

### **SALARY**

Salary Range: \$32.38 - \$43.56/hour. Hiring Range: \$32.38 – \$34.03/hour, DOQ.  
Excellent benefits package.

### **APPLICATION PROCESS**

Complete job description and Borough application (required) may be obtained through Kodiak Job Center, 211 Mission Road, Suite 103, Kodiak, Alaska 99615, (907) 486-3105, or from the Borough website at [www.kodiakak.us](http://www.kodiakak.us). Position is open until filled.

***THE KODIAK ISLAND BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER***