

Municipality/Organization: City of Kotzebue

Job Title: Staff Accountant

Posting Date: 03/02/18

Closing Date: Open until filled

Salary: \$30.00 - \$33.00 / DOE

General Description:

1. Prepare/Enter Journal Entries.
2. Reconcile balance sheet accounts and bank statements monthly.
3. Assist in preparing year-end audit schedules as required by auditors.
4. Responsible for organizing and maintaining sales tax files.
5. Reconcile sales tax accounts to the general ledger monthly.
6. Maintain fixed asset/depreciation/contributed capital records.
7. Record and file daily the sales tax reports in each individual file.
8. Maintain accounting software monthly sales tax payments & reconcile to general ledger at the end of the month.
9. Issue Business License accordingly. Prior to the end of the fiscal year, prepare and mail letters to all businesses and landlords notifying them that the City's business license must be renewed.
10. Set up new sales tax files each fiscal year. Be familiar with the Sales Tax Code.
11. Maintain new and closed business listing; research and maintain new and terminated accounts, and complete status change notices as appropriate.
12. Perform work related duties as assigned.

Qualifications:

1. Must have an Associates' Degree in Accounting or its equivalent.
2. Must have Two (2) years of experience in computerized accounting (Caselle experience preferred).
3. Must have Five (5) years office experience.
4. Previous responsibility for Grant Accounting and reporting.
5. Possess an intermediate level of knowledge in Excel and Word.
6. Able to assist the public in an accurate & helpful manner.
7. Must maintain a high degree of confidentiality.
8. Strong organizational skills required.
9. Must be able to work independently with little supervision.

To apply: Please submit your application for employment or resume to City of Kotzebue, P.O. Box 46, Kotzebue, AK 99752 Web Link: www.cityofkotzebue.com

Contact: Dara Otness, Finance Director at (907) 442-3401 or fax to (907) 442-3742