



City and Borough of Sitka

Coast Guard City, USA

Human Resources

100 Lincoln Street • Sitka, Alaska 99835

Phone: (907) 747-1816 email: hr@cityofsitka.org fax: (907) 747-1846

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To: Alaska Municipal League

From: Sharon Joseph – HR Assistant

CITY AND BOROUGH OF SITKA - SUPERVISORY SENIOR ACCOUNTANT -
\$68,244.80 to \$81,120.00 DOE. Responsible for supervision of select staff and, in conjunction with expected transition in the department, the expectation to learn to prepare and/or review of all adjusting journal entries and reversing entries necessary to close the accounting cycle and prepare the adjusted trial balance for financial reporting. Assists in preparation for annual audit, interim quarterly financial statements, and other accounting reports as needed. As the department faces a period of transition of the next 1-4 years, the duties described will transition as well, with flexibility to assign duties suited for an individual's strengths.

Application, complete job description and acceptable experience and training located at www.cityofsitka.com. Contact 747-1816 or hr@cityofsitka.com with any questions.

Open until Filled. EOE.