

Aleutians East Borough Job Description

Accounting Clerk

King Cove, AK

Job Summary

- Performs the daily accounting functions for the Borough.
- Abides by suitable professional standards and maintains confidentiality as appropriate while carrying out the major duties and requirements of this position as articulated in this job description.

Major Duties

- Tabulates and inputs data for the accounts payable and receivable and payroll.
- Runs appropriate batch reports for AP and Payroll batches for the Finance Director to review prior to posting.
- Prepares necessary Journal Entries related to monthly or year end reporting for review by the Finance Director before posting.
- Performs monthly bank reconciliation for review by the Finance Director.
- Makes and reconciles deposits of the Borough's banking and checking accounts.
- Maintains vendor files.
- Maintains the Borough's payroll files.
- Maintains the Borough's electronic storage system for the Finance Department.
- Performs other accounting/clerical duties as directed.

Job Requirements

- Knowledge and level of competency equal to an associates degree in accounting, business administration or a related field.
- Communicate well with supervisor and other staff.
- In lieu of the above, a combination of education and experience sufficient to demonstrate competency in the duties of the position. This will be interpreted as a minimum of three years of education and experience.
- Ability to be bonded.

Skills

- Knowledge of the principles and practices of public finance, budgeting and governmental accounting.
- Knowledge of personal computer equipment and other office technology and equipment.
- Ability to maintain accurate and detailed accounting and financial records.
- Skill in utilizing various hardware and software computer applications.

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- Ability to establish and maintain effective working relationships with co-workers, Borough employees, and elected officials.
- Skill in the use of a calculator.

Work Environment

Work is performed in an office environment and consists of desk work utilizing a computer, phone and other office equipment. Limited travel within and outside of the Borough may be necessary.

Supervisory Control/Responsibilities

The Finance Director supervises the Borough Accounting Clerk position.

Compensation

This is a regular, non-exempt, full-time, hourly position. Normal work hours are 8:00 a.m. to 5:00 p.m., with one (1) hour off for lunch, Monday through Friday. The pay range is from \$20.00 per hour (\$41,600.00 per year) to \$27.00 per hour (\$56,160.00 per year), depending on experience. This position includes customary AEB benefits for regular employees (PERS retirement, health coverage for employee with coverage for family members available at employee's expense, paid holidays, paid vacation, workers' comp, etc.). The Borough does not participate in social security, but a deferred income, retirement benefit is available to all employees.

APPROVED:


Borough Administrator

7/6/2022

Date