

CITY AND BOROUGH OF WRANGELL

JOB BULLETIN:

Accounting Clerk
Finance Department

The City and Borough of Wrangell is recruiting for an Accounting Clerk to join the Borough's Finance Department. Applications will be accepted beginning June 24, 2020 through July 7, 2020.

The Accounting Clerk assists and supports all functions of the Finance Department, with primary duties being the completion of clerical and routine technical accounting functions in the Accounts Payable functions. The following duties provide a representative summary of the main duties and responsibilities

- Logs and matches invoices to the proper accounts and/or purchase orders
- Prepares checks and other methods of payment for remittance and mailing
- Establishes and maintains filing systems for appropriate records retention
- Maintains accurate vendor/customer records in the central accounting software system
- Provides customer service to the public with professional and courteous communication

The position requires significant skills, efficiency and learning aptitude for computer programs and functions. A minimum intermediate skill level and aptitude with common office computer software including Microsoft Excel, Outlook (email), Word, Adobe Acrobat, and electronic document management and organization will be essential.

This position will appeal to a candidate who thrives in a fast-paced, collaborative, team-centered work environment and enjoys solving problems autonomously and efficiently. The successful candidate will have experience that demonstrates strong office management and organizational skills to manage large volumes transactions, emails, data and physical and electronic documentation. The position also requires strong customer service skills and abilities including during times of high workflow.

Three years of relevant work experience in a professional business, office or administrative setting is required. Education or experience in accounting, budgeting, or position closely aligned with the duties, responsibilities and skills of the position is strongly preferred.

This is a full-time position with full benefits, paid hourly (overtime-eligible) at Grade 13 ranging from \$18.55 to \$23.32 per hour. Some overtime may be authorized and/or required. The full job description and employment application can be found online at www.wrangell.com/jobs. This position will require a successful pre-employment background check and drug screening.

To be considered, submit a cover letter, résumé, and completed employment application via e-mail to amollen@wrangell.com, or in person to City Hall, 205 Brueger St., Wrangell, AK 99929.

The City and Borough of Wrangell is an equal opportunity employer.

Joyce Mason
Finance Director

Lisa Von Bargaen
Wrangell Borough Manager