



CITY AND BOROUGH OF WRANGELL  
JOB BULLETIN:

**Job Title: Accounting Generalist**

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**Range:** Grade 13

**Department:** Finance

**Reports to:** Joyce Mason

**Supervises:** None

**Pay Range:** \$23.19 – \$29.22

**Approved by:** Lisa Von Bargaen

**Date:** September 25, 2020

**Position:** Regular, Full-Time, Non- Exempt,

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**Summary:**

Under the general direction and supervision of the Finance Director, the Accounting Generalist performs a variety of accounting and clerical duties with standard procedures for general ledger accounting, payroll and human resources, property taxes and assessment records, cash management and customer service.

**Essential Duties and Responsibilities:**

- Sets up and maintains employee payroll records
- Processes payroll for borough employees with accounting software and vendor payment for benefits.
- Assists department managers with human resources such as job postings, benefits packages, safety programs, recruitment, and job descriptions.
- Works with contract assessor completing annual property tax process, property tax assessments and tax bills.
- Assists Finance Director with journal entries and reconciliation of payroll liabilities, budget entry, and asset management.
- Act as Deputy Borough Clerk during the absence of the Borough Clerk
- Act as Recording Secretary for the Planning & Zoning Commission meetings
- Responsible for preparation of public notices, preparation of agendas and recording of minutes for Planning & Zoning Commission meetings.
- Assist Borough Clerk with election activities as required

**Minimum Qualifications:**

Accuracy with computer aided accounting systems, Microsoft Excel, Outlook, Word, Access, Adobe Acrobat, and electronic document management and organization in general. 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 documentation. The position also requires strong customer service skills and abilities including during times of high workflow.

Preferred education and experience include an associate's or bachelor's degree in accounting, finance, or closely related field, and four years of relevant and progressively responsible experience in accounting, budgeting, or position closely aligned with the duties, responsibilities and skills required. Additional education may substitute for some experience.

This is a full-time position with full benefits, paid hourly (overtime-eligible) at Grade 18 ranging from \$23.19 to \$29.22 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](http://www.wrangell.com/jobs).

To be considered, submit a cover letter, résumé, and completed employment application via e-mail to [jmason@wrangell.com](mailto:jmason@wrangell.com), or in person to City Hall, 205 Brueger St., Wrangell, AK 99929. Applications will be accepted till position is filled.

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

Lisa Von Bargaen, Wrangell Borough Manager