

CITY AND BOROUGH OF WRANGELL

Revised - JOB BULLETIN:

Accounting Generalist
Finance Department

The City and Borough of Wrangell is recruiting for an Accounting Generalist to join the Borough's Finance Department.

The Accounting Generalist assists and supports all functions of the Finance Department, with primary duties including payroll and human resources, employee benefits administration, property taxes and assessment records, cash receipts management and reconciliation, and customer service. The position requires significantly advanced skills, efficiency and accuracy with computer aided accounting systems, Microsoft Excel, Outlook, Word, Access, Adobe Acrobat, and electronic document management and organization in general. The Accounting Generalist also acts as Recording Secretary for either the Planning & Zoning or the Port Commission, and as Deputy Borough Clerk in the Borough Clerk's absence.

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.

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.

To be considered, submit a cover letter, résumé, and completed employment application via e-mail to clerk@wrangell.com, or in person to City Hall, 205 Brueger St., Wrangell, AK 99929. **Applications will be accepted until October 6, 2017 at 4:00 p.m.**

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

Lisa Von Bargaen
Wrangell Borough Manager