



213 Third Street ♦ Juneau, Alaska 99801 ♦ (907) 586-8228 ♦ Fax (907) 586-8226 ♦
www.reachak.org

AN EQUAL OPPORTUNITY EMPLOYER

JOB ANNOUNCEMENT

POSITION: ACCOUNTING TECHNICIAN (Full-Time)

POSITION #: 02-051310

DEPARTMENT: Administration

SALARY: Excellent Salary & Benefit Package

CLOSING DATE: Open Until Filled

DUTIES & RESPONSIBILITIES: This full-time position is located in our downtown Juneau facility. This position reports directly to the Accounting Director and under general supervision performs a variety of accounting related functions. The primary responsibility of this position will be Accounts Payable and Payroll. Additional responsibilities include the preparation of various reports and records. Performs other accounting duties as may be assigned. Complies with all Agency policies and procedures, and maintains strict confidentiality as prescribed by Agency Policy and various Federal and State Laws. Attends and participates in staff meetings, committees, and trainings as may be assigned.

- CONTINUED ON REVERSE SIDE -

QUALIFICATIONS: A reliable self-starter, who is flexible, conscientious, thorough, and accurate. An individual who recognizes the importance of teamwork and professionalism in the workplace. Must possess excellent organizational and time management skills. Strong interpersonal and written communication skills. Detail oriented, with the ability to prioritize and handle multiple tasks simultaneously.

REQUIREMENTS: *AA Degree preferred. High School Diploma and two (2) years of accounting coursework required*. [*Required college coursework may be substituted by an equivalent amount of demonstrated full-charge bookkeeping or accounting experience]. Requires demonstrated proficiency in mathematics, and the use of computers for word processing, spreadsheets, and other accounting or database applications. Demonstrated experience utilizing basic office equipment and phone systems. TB test required. Successful applicant will be required to undergo a criminal background check, prior to employment.*

APPLICATION PROCESS: Employment applications are available by visiting or contacting REACH, Inc. @ 213 Third Street; Juneau, AK 99801 (Phone 907-586-8228); OR may be downloaded from our website @ www.reachak.org Please submit a completed REACH, Inc Application for Employment, and resume to Human Resources; REACH, Inc; 213 Third Street; Juneau, AK 99801; OR fax to (907) 586-8226. List the "Position" you are applying for, and the "Position #"; on your completed application, and sign before submitting for processing. Applicants selected to participate in the interview process will be contacted by phone. Thank you for your interest in REACH, Inc.

Please Note: : REACH, Inc maintains a Drug-Free Workplace; and applicants may be required to submit to pre-employment drug screening as a condition of employment.