



KUUKPIIK CORPORATION POSITION POSTING

POSITION: Payroll and Accounts Payable Specialist
DEPARTMENT: Finance
LOCATION: Anchorage, AK
REPORTS TO: Controller

The position of Payroll and Accounts Payable Specialist will assist with the day-to-day operations of the Accounting Department under the supervision of the Controller.

EMPLOYMENT CLASSIFICATION

This is an Anchorage-based (on-site), full-time, non-exempt position as defined in the Kuukpiik Corporation Employee Handbook.

RESPONSIBILITIES

- Payroll and benefits
 - Process biweekly payroll and benefits for both salary and hourly employees
 - Process payroll taxes benefit withholdings to third party vendors
- Process all accounts payable entries
 - Process incoming vendor invoices for payment
 - Process vendor payments electronically and by check if needed
- Prepare monthly recurring and ad hoc general journal entries
- Work closely with the Controller to ensure timely monthly financial closings
- Bank reconciliations
 - Reconcile multiple entity bank statements timely
 - Research open and stale items as required
- Prepare financial schedules as directed
- Other duties as assigned by the Controller and CFO

QUALIFICATIONS

- Accounting or business degree required
- 3-5 years prior experience in payroll, accounts payable and accounts receivable
- Proficient computer skills, including efficiency with Excel, Microsoft Office, and QuickBooks
- Well organized, detail oriented, and self-motivated
- Strong analytical skills
- Ability to multi-task and meet deadlines
- Periodic travel required

- Preference will be given to qualified Kuukpik Corporation shareholders and their descendants or immediate family.

SALARY/BENEFITS

Salary will be based on demonstrated abilities and qualifications (DOE) (DOQ). Benefits include medical, dental, vision, 401(k), life insurance, and paid time off as outlined in the Kuukpik Employee Handbook.

APPLICATION SUBMISSION

Interested candidates must submit a cover letter, resume detailing education, qualifications, and experience, along with three professional references. Submissions can be emailed to Accounting@kuukpik.com.