



## POSITION DESCRIPTION

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Job Title: General Services Accountant

Department: Accounting

Reports To: Controller

FLSA Status: Non-Exempt

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**POSITION SUMMARY:** This position will apply an understanding of generally accepted accounting principles to perform accounting tasks for AERC, its subsidiaries, and KWETICO. The position is the general ledger accountant for all companies excluding AEL&P; completes daily payment reconciliations for AEL&P including daily bank deposits; serves as a backup for payroll accountant; assists with external reporting and compliance; supports the budget process; and assists AEL&P's Controller and Chief Financial Officer as assigned.

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### KEY or ESSENTIAL FUNCTIONS:

The essential functions of this position include but are not limited to the following:

- Preparing, entering, posting, and maintaining records of financial transactions in accordance with accounting principles.
- Processing accounts payable, including expense coding the invoices, acquiring approvals, issuing checks, reconciling vendor statements, and balancing accounts payable to the general ledger.
- Processing accounts receivable including coding received payments, recording them, completing reconciliations, and submitting them for approval.
- Preparing and processing general ledger journal entries, including standard and recurring monthly journals for subsidiaries.
- Performing general ledger account reconciliations.
- Preparing and filing quarterly sales tax declarations.
- Performing monthly bank statement reconciliations and submitting them to Controller or CFO for review.
- Assisting Controller in the review of the monthly financials.
- Providing audit support.

- Performing daily accounting payment reconciliations (cash control) for AEL&P; including preparation and handling of the bank deposits.

### **SECONDARY FUNCTIONS:**

Secondary functions of this position include but are not limited to the following:

- Supporting Payroll Accountant with time entry as needed.
- Providing backup for payroll processing in Payroll Accountant's absence.
- Assisting CFO with the month-end closing in Controller's absence.
- Supporting CFO and Controller with external reporting and compliance: including but not limited to FERC and other regulatory filings, CBJ business personal property, and heavy vehicle tax declarations.
- Supporting Controller on budget development.
- Assisting with data collection for rate cases: data sets for annual revenue requirement study, cost of service study, and support for the rate case discovery process.
- Supporting Controller and CFO as needed to complete special projects

### **QUALIFICATIONS/REQUIREMENTS:**

Experience and/or education sufficient to demonstrate a proficient understanding of fundamental accounting principles and processes. Examples of this may include, but are not limited to, an associate's or a bachelor's degree in accounting (or an equivalent level of accounting course work), and/or significant experience performing accounting functions for an audited entity. Payroll experience is a plus.

Experience with enterprise-level accounting software is preferred.

Must have a valid driver's license and be insurable under AEL&P's insurance policy. Applicants must be willing to release their driving records to AEL&P prior to offer of employment and submit to preemployment drug testing.

### **EQUIPMENT UTILIZED:**

Duties of this position will require daily use of a company-owned vehicle and regular use of a desktop computer, keyboard, mouse, telephone, printer, as well as other office equipment as required for the job.

### **PHYSICAL REQUIREMENTS:**

To meet all expectations of this position, employee will need to be able to lift 20 pounds without assistance, and sit and stand for long periods of time (depending on task being completed.)

**MENTAL REQUIREMENTS:**

The ideal candidate is self-directed, detail-oriented, accurate, professional, and well-organized. For an employee to succeed in this position they will need to utilize analytical skills for complex problem solving, prioritize workload, work efficiently, meet deadlines, collaborate with coworkers, and adapt to changing schedules.

**WORK ENVIRONMENT:**

At Alaska Electric Light and Power Company, we maintain a drug-free workplace with a commitment to safety and job satisfaction. All employees must comply with AEL&P company policies, including the Drug and Alcohol Policy.

**WAGE:**

Depends on experience.

**TO APPLY:**

Visit [www.AELP.com](http://www.AELP.com) and complete the required job application. Send application and supplemental forms to [hr@aelp.com](mailto:hr@aelp.com).

***Applications will only be accepted electronically.***

AEL&P is an EEO employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.