



Alaska Power Association
703 West Tudor Road, Suite 200
Anchorage, Alaska 99503-6650
(907) 771-5700
Fax: (907) 561-5547
www.alaskapower.org

Alaska Power Association Job Description

Job Title: Full Charge Bookkeeper
Department: Finance and Administration
Reports To: Chief Financial Officer
FLSA Status: Non-Exempt
Prepared By: Brenda Mead
Prepared Date: August 26, 2025
Approved By: Crystal Enkvist, Executive Director
Approved Date: September 4, 2025

Job Summary:

Under the supervision of the Chief Financial Officer, the Full Charge Bookkeeper position is responsible for maintaining accurate financial records and supporting the organization's accounting functions, including payroll, accounts payable and receivable, reconciliations, and financial reporting.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Records numerical and financial data to produce financial records. Performs timely and accurate processing of financial information related to accounts payable, accounts receivable, and fixed asset systems. Performs all bank and investment reconciliations, as well as reconciliations of balance sheet, revenue and expense accounts as assigned. Prepare monthly financial packet for CFO review.
- Prepares and processes semi-monthly payroll, including tax and benefits processing and related reporting.
- Prepares billings for annual membership dues, annual and bi-annual insurance premium billings, insurance audit adjustments and deductible billings, and other accounts receivable activity as required.
- Ensures financial data is entered correctly and accurately. Performs initial review, coding, and input of accounts payable invoices, including employee expense account reporting.
- Enters journal entries to debit and credit the company's accounts.
- Generates accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses.
- Reconciles and reports differences or issues found in financial records.

- Maintains orderly and accurate physical and electronic filing system of information relating to accounts payable vendors, accounts receivable customers, employee payroll records and other information necessary for accounting for the organization's activities.
- Assists CFO with development, implementation and reporting of organization's budget programs.
- Performs or assist CFO in performing tasks related to gathering, compiling, analyzing and reporting accounting, financial, or economic data for projects related to furthering the goals of the organization and/or its members as assigned.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Knowledge of generally accepted accounting principles (GAAP) and financial data analysis.
- Ability to use accounting software to record, store, and analyze financial data.
- Exhibit a high degree of attention to detail.
- A self-starter with the ability to work independently and in a team setting.
- Proficient in Microsoft Office Suite or similar software.
- Knowledge of administrative and clerical procedures.
- Excellent written and oral communication skills. This position requires language skills sufficient to effectively communicate information of light to moderate complexity with members of management, staff, general membership, and vendors.

Education and Experience:

- High school diploma or equivalent required; associate degree with accounting coursework preferred.
- At least three years of bookkeeping experience required, preferably in the financial industry.
- The responsibilities of this position require a high degree of familiarity and experience with the Microsoft Office software application suite applications, specifically Excel and Word. General familiarity with Access, Outlook, and PowerPoint applications is desirable.
- Familiarity with the Acumatica accounting application is highly desirable, however, demonstrable experience with similar accounting applications is acceptable.

Physical Requirements:

- The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Most work performed in this position occurs at the Anchorage headquarters office; however, there may occasional travel to remote locations throughout Alaska.
- This position requires the employee to frequently sit for extended periods while using personal computer workstations, attending meetings, or engaged in travel.
- The incumbent is required to use standard office equipment while performing essential duties described above, including but not limited to a computer, copier, and a multi-line telephone.
- Must be able to lift 15 pounds at a time.