Alchemy
Tribal Services

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| **JOB TITLE** | Controller | **LOCATION** | Anchorage |
| **TYPE OF POSITION** | Full-Time, Regular | **SCHEDULE** | M-F, 8am-5pm |
| **FLSA STATUS** | Non-exempt | **REPORTS TO** | President |
| **SUPERVISES** | N/A | **DATE POSTED** | 12/30/21 |

**POSITION SUMMARY:**
Our firm is seeking a high energy professional to join and grow with our fast-paced organization. The Controller is responsible for oversight of accounting functions including maintenance of General Ledger, Accounts Payable, and Accounts Receivable and Audit support for multiple clients. The successful candidate will have exceptional organization and communication skills (both written and oral), the ability to stay on task and maintain a high level of organization, as well as a high proficiency communicating with clients.

**ESSENTIAL FUNCTIONS:**
- Process a variety of financial documents within a computerized accounting system, such as financial transactions, invoices, vendor checks, payroll, account statements, authorizations, journal vouchers and purchase orders.
- Oversee and review payroll for various clients.
- Enter and post daily cash receipts.
- Assist in the annual preparation of 1099's and maintains W-9 files.
- Assist in the annual preparation of W-2's and 1099's.
- Verify and post details of business transactions to the General Ledger.
- Process invoices.
- Reconcile bank accounts as assigned.
- Review and post employee credit card expense reports and follow up with outstanding transactions.
- Prepare quarterly payroll reports.
- Prepare monthly reconciliations and analyze discrepancies to general ledger balances.
- Prepare balance sheet account reconciliations and follow-up on noted discrepancies.
- Assist in preparing monthly financial statements.
- Assist in preparing schedules and supporting documentation for annual financial audits and tax reporting.
- Establish RightNetworks platform set up for clients.
- May perform incidental tasks related to the position as well as various duties, as assigned, to support the overall objectives/goals of the team.

**REQUIRED QUALIFICATIONS:**
- Minimum of a Bachelors degree in Accounting or greater with continuing education and/or experience in Business, Finance and/or Accounting.
- Ten (10) years of progressively responsible accounting / bookkeeping experience.
- QuickBooks experience.
- Consistent and dependable attendance is a requirement of the position.

**PREFERRED QUALIFICATIONS:**
- Audit preparation experience.
- Experience working with Alaska Tribes.
- Experience managing multiple accounting clients.

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**REQUIRED SKILLS:**

- Understanding of Generally Accepted Accounting Principles (GAAP).
- Month, quarter and year-end reporting experience.
- Thorough knowledge of accounting principles and procedures.
- Strong interpersonal skills, verbal and written skills.
- Strong organizational and project management skills with attention to detail.
- Possess a strong work ethic and work well under pressure.
- Demonstrated ability to work independently while maintaining efficiency and accuracy.
- Strong commitment to developing and maintaining client relationships.

**WORKING ENVIRONMENT:**
The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

**PHYSICAL DEMANDS:** The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

**REASONABLE ACCOMMODATION:** It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

***We offer generous paid holidays, paid time off, medical/dental/vision and retirement.***