

Senior Accountant for Alaska Public Telecommunications Inc., operator of KAKM-TV, Channel 7; KAKM-FM 91.1 and the Alaska Public Radio Network.

Responsible for the general accounting functions of the organization and administration of the computerized accounting system. Assists Chief Financial Officer with financial reporting and budget development and monitoring. Leads other accounting department staff in accounts payable, accounts receivable and payroll. Responsible for payroll tax reporting and financial reporting for grants.

Required Qualifications

A Bachelor's degree in business administration or related field and two (2) years of paid professional experience in financial management and/or accounting is required including experience with computerized accounting systems and Microsoft Office software applications Excel and Word. Successful candidate must pass background check.

Desired Qualifications

Preference given for Bachelor's degree in Accounting, Master's degree and/or CPA certificate, and experience in the following areas: report writing in computerized accounting systems, preparation of audit work papers for non-profit organization, financial reporting for grants, supervision of accounting staff, budget development and monitoring. Experience in and/or knowledge of public media.

For complete job description please go to: <link>

Position is open until filled.

To apply, please send resume, cover letter and contact information for three professional references to: hr@alaskapublic.org or Human Resources, Alaska Public Telecommunications, 3877 University Drive, Anchorage, AK 99508