



Kuukpik Corporation
Job description

Position: Full Charge Bookkeeper

Department: Finance

Reports To: Controller

Purpose: Anchorage based bookkeeper to assist in day to day finance operations

Specific Duties:

- Bank reconciliations
- Payroll and benefits
- Works closely with bookkeepers to ensure timely closings
- Prepares financial schedules as directed
- Prepares monthly journal entries
- Assists with training
- All other duties as assigned by CFO and Controller.

Qualifications:

- Accounting or business degree required.
- Prior experience in bookkeeping, payroll, accounts payable, accounts receivable
- Proficient computer skills required, strong knowledge of Excel and QuickBooks
- Strong analytical skills
- Well organized, detail oriented and self-motivated
- Periodic travel to Nuiqsut required