



Position Announcement Full time CoastAlaska Accountant

CoastAlaska, Inc. seeks a qualified team member to join our regional services staff as **Accountant**, part of a four person finance office that supports the activities of CoastAlaska and its member stations. Position responsibilities **may** include:

- All aspects of the accounts payable cycle
- Reviews all revenues and prepares bank deposits
- Maintains vendor and related accounting files and records
- Assists with grant funds expenditure tracking and reporting
- Prepares bi-monthly payroll and transfers payroll electronically.
- Prepares all tax reporting for payroll, including quarterly 941s and yearly W-2s.
- Prepares health insurance and retirement accrual reports and vouchers for payment.
- Enters all receipts into the accounts receivable system.
- Prepares monthly accounts receivable invoices and statements.
- Supports accounting sponsorship fundraising

We are seeking a focused, energetic person who enjoys working with numbers and is very detail oriented. Ideally, we would prefer someone with four years of full-cycle bookkeeping experience, with college work in business or accounting preferred.

CoastAlaska, Inc. is a statewide non-profit public media organization established by a collaboration of stations: KCAW Sitka, KFSK Petersburg, KRBD Ketchikan, KSTK Wrangell, KRNN Juneau, KXLL Juneau, KTOO Juneau and KUCB Unalaska. CoastAlaska provides administrative, financial, development, engineering and technical support services to promote local community control of news and content in 26 stations across Alaska.

CoastAlaska is a dynamic, evolving organization committed to supporting stations providing quality programming to Alaskans. Our employees work together from communities across Alaska.

Deadline: Open until filled, with an initial screening of candidates on March 1, 2022. Interested candidates are encouraged to apply as soon as possible.

Salary: Range D, \$43,280 to \$60,000 annually, depending on experience, with a competitive benefit plan

To apply: To apply; please submit a letter of interest and your resume with three professional references by e-mail to applyFD@coastalaska.org.

CoastAlaska is an equal opportunity employer dedicated to building a culturally diverse staff and creating a working environment that promotes racial equity and inclusiveness. We believe attracting and retaining diverse staff is crucial to serving our community and fulfilling our mission. Women, Black, Indigenous and people of color (BIPOC), LGBTQ+ individuals, people with disabilities and veterans are highly encouraged to apply.