

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 include:

- Facilitates all aspects of the accounts payable cycle, including reviews invoices & purchase orders, prepares payment approval forms and checks for disbursement
- Reviews all revenues and prepares bank deposits
- Maintains vendor and related accounting files and records
- Assists with grant funds expenditure tracking and reporting
- Prepares all finance office functions for contract stations KSDP and KBRW
- Assists with business functions for fundraising activities

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

CoastAlaska, Inc. is a regional non-profit public broadcasting organization consisting of stations: KCAW Sitka, KFSK Petersburg, KRBD Ketchikan, KSTK Wrangell, KRNN Juneau, KXLL Juneau, KTOO FM & TV Juneau and KUCB Unalaska. CoastAlaska provides administrative, financial, development, engineering and technical support services to locally owned and operated stations. Stations are members of National Public Radio, Public Radio International and the Alaska Public Radio Network.

CoastAlaska is a dynamic, evolving organization committed to providing quality programming to the 70,000 residents of Southeast Alaska. The maritime climate is wet, surprisingly mild and the surroundings are wild and spectacular. Mountains, water and rainforest provide world class fishing, skiing and boating opportunities. In addition to government jobs, the regional economy is supported by the healthcare, tourism and fishing industries.

Deadline: **Open until filled, with an initial screening of candidates on January 20, 2020. Interested candidates are encouraged to apply as soon as possible.**

Salary: **Range D, \$42,260 to \$51,630 annually, depending on experience, with a competitive benefit plan**

To apply: **A copy of the job description for this position is available. To apply, please submit a letter of interest and your resume with three professional references by e-mail to pos1@coastalaska.org or to Personnel, CoastAlaska, 360 Egan Drive, Juneau, Alaska 99801.**

**CoastAlaska is an Equal Opportunity Employer.
Posted 1/6/2020**