

THE SALVATION ARMY ALASKA DIVISION

“Doing the Most Good” is the Salvation Army’s distinct identifiable message. It is a promise we make to all--- contributors, clients, associates, and officers. It is also a promise to our employees to do the most good by offering a greater sense of purpose in their work, by providing training and mentoring opportunities, and by offering pay and benefits that allow employees and their families to feel secure in their futures.

POSITION VACANCY ANNOUNCEMENT

Accountant – Full Time / Finance

Date Posted: 11/26/2014

Closing Date: Open Until Filled

The Salvation Army’s Finance Department is seeking a full-time Accountant to be responsible for the implementation of detailed processes necessary to maintain accurate accounting records. This position exercises independent judgment and discretion in matters related directly to the assigned accounting operations of the finance department in its relationship to the programs served. The Accountant provides review of Accounting Clerks’ work, and provides essential input into the hiring, appraising, and terminating decisions made by the Controller and the Secretary of Finance. While handling a high volume of work, the position is responsible for meeting demanding deadlines, preparing timely and accurate financial reports, preparing monthly journal entries, and ensuring an accurate and successful month-end closing of assigned programs. The Accountant is responsible for maintaining all financial accounting records for all assigned programs. The Accountant provides financial documentation to facilitate the preparation of periodic financial reports for funding agencies and applications for various public and private agency grants. This is a full time position with benefits.

Minimum Qualifications:

- Bachelor Degree in Accounting or Finance. Two (2) years of experience in an accounting work environment, with prior experience in the areas of non-profit, grant, and fund accounting preferred.
- Proficient in use of general office equipment including computer with Microsoft Office applications including spreadsheets; ability to perform mathematical computations and compute ratios and percentages.
- Knowledge of accounting software, financial statement preparation, payroll and accounts payable practices, and general accounting practices and procedures.
- Strong written and verbal communication skills and ability to work professionally and harmoniously with others.
- Ability to effectively research and resolve problems and to work independently to meet monthly closing and other mandated deadlines. Ability to complete multiple projects with a high degree of accuracy while remaining detail oriented.

To apply for this position:

Visit our website at www.salvationarmyalaska.org/alaska/career_opportunities, download and complete the application, and fax to 907-276-2612 or drop off at 143 E. 9th Avenue, Anchorage, AK 99501. Please attach your resume or CV to the completed application form. If you need assistance or accommodation to apply for this position, please contact Human Resources at 907-339-3435.

The Salvation Army is an Equal Opportunity Employer



DOING THE MOST GOOD™