

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 AP/AR Clerk – AK Divisional Headquarters

Date Posted: 09/30/2016

Closing Date: Open Until Filled

The Salvation Army Alaska Division has an opening for a temporary Accounts Payable/Accounts Receivable Clerk (AP/AR) in the Finance Department. This position will process and prepare payments and check requests; match vendor invoices to purchase order information; resolve discrepancies; and approve and initiate payments to vendors and post to the general ledger.

NOTE: This is a full-time, temporary position with the possibility of becoming a regular position with benefits. Rate of pay is \$16.00/hour.

ESSENTIAL FUNCTIONS include but are not limited to:

- Maintain general ledger to include: responsibility for month end reconciliations, closings, and journal entries
- Prepare general ledger entries as supported by documentation
- Input data, verify coding, assist with month-end close, generate month-end reports for review
- Assist in the budgeting process and the input of the budgets into the accounting system

MINIMUM REQUIREMENTS:

- Associates degree in Accounting and/or three years’ experience working in the field of Accounts Payable and Accounts Receivable
- Proficient in the use of: computer and Microsoft Office applications including spreadsheets; calculator; general office equipment; ability to perform mathematical computations and compute ratios and percentages
- Knowledge of accounting software, financial statement preparations, and general accounting practices and procedures
- Strong written and verbal communication skills and ability to work professionally and harmoniously with others
- Proficient in completing intercompany reconciliations and completing balance sheet reconciliations in a timely manner
- Skill in managing multiple projects while dealing with interruptions
- Acceptable criminal history and MVR background records required

To apply for this position:

Visit our website at http://www.salvationarmyalaska.org/alaska/career_opportunities, complete the application, and: fax it to 907-276-2612; or scan/email to ak.hr@usw.salvationarmy.org; 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



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