



40610 Kalifornsky Beach Road
Kenai, Alaska 99611

Phone: 907-283-5761
Fax: 907-283-9433
info@ciaanet.org
www.ciaanet.org

POSITION ANNOUNCEMENT
Accounting Specialist/Office Assistant

Closing date: June 28, 2019

Cook Inlet Aquaculture Association (CIAA) has an opening for an Accounting Specialist/Office Assistant, located at CIAA's headquarters in Kenai, Alaska. This position works with the management team to handle multiple office functions and serve as backup to our existing AS/AO.

Job description:

This is a full-time, non-exempt position. Under the general supervision of the Executive Director, the Accounting Specialist/Office Assistant assists the management/administrative team in achieving the mission of CIAA by providing the support needed to handle workers compensation, employee records, grant maintenance, accounting, accounting records, and other office operations in a safe, professional, and cost effective manner. The Accounting Specialist/Office Assistant will provide back-up to the other office administrator to assure the accrual basis accounting system is maintained by performing full-charge bookkeeping and accounting tasks such as general accounting, accounts payable, accounts receivable (i.e., billings) and journal entries, maintains all financial reports and other general office duties.

Qualifications:

The ideal applicant will have three years minimum professional office experience in accounting or a two-year degree in accounting and a working knowledge of office management practices, standard accounting practices, grant reporting, and record keeping. A valid Alaska driver's license is required. Proficiency with personal computers and software packages, including, but not limited to, Windows, Microsoft Office Suite (Word, Excel, Outlook), and nonprofit accounting (Quickbooks) is required. Must have excellent oral, written, and organizational skills. Experience working with confidential information related to HIPPA, PHI, Department of Labor, etc is also required.

Compensation:

Salary is \$22.75 per hour plus a benefit package that includes health insurance (employee portion is a 5% co-pay), Health Savings Account with employer contribution, employee 401(k) retirement plan, vacation and medical leave.

If you believe you meet the qualifications above, and you are looking for a fun, challenging, and rewarding job, then CIAA encourages you to apply. CIAA is an equal opportunity employer.

Contact:

Applicants may direct questions and/or submit cover letter, resume, and three professional references to:
Dean Day
dday@ciaanet.org or 907-283-5761

Salmon enhancement today means better salmon fishing tomorrow.