



Accounting Assistant/Office Administrator

The Associated General Contractors of Alaska (AGC) is a statewide membership organization whose mission is to advocate for our members and the Alaska construction industry; to provide educational opportunities for our members; and to make the public aware of our members' skills, talents and integrity. We are currently seeking a part-time Accounting Assistant to join our team at our Anchorage office.

Job Requirements:

General accounts receivable functions:

- Prepare & submit billing invoices
- Receive/distribute incoming mail
- Receive/apply account payments
- Prepare/coordinate deposit activities
- Maintain member files

General accounts payable functions:

- Assist with employee expense reports
- Sort, code and enter accounts payable data
- Process invoice payments
- Prepare payments for signatures
- Maintain vendor files
- Manage, organize, maintain all office supplies
- Other duties as assigned

Employer Expectations:

- Professional appearance
- Must possess strong time management skills and work ethic
- Good interpersonal and communication skills
- Ability to multitask with a sharp attention to detail
- Ability to prioritize tasks and meet deadlines
- Must be able to lift 40 lbs



Education & Experience Required:

- High school diploma or the equivalent
- 1-3 years' experience in clerical accounting
- Proficient with Microsoft Office Suite, internet-based applications and database management. Experience with QuickBooks/Weblink desired but not required.

Please submit resume and cover letter to tanya@agcak.org. Only candidates being considered will be contacted.

Associated General Contractors of Alaska is an Equal Opportunity Employer