



Staff Accountant

Company: Electric Power Systems, Inc.
Location: Anchorage, AK
Base Pay: \$55,000 - \$65,000 DOE
Employee Type: Full Time Position
Job Type: Accounting
Req'd Education: Bachelor's Degree in Accounting or a related field **OR**
Minimum 5 years' experience in accounting

Contact: Melanie Coar
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Description:

Electric Power Systems, Inc. is headquartered in Anchorage, Alaska and is a unique company offering a wide range of experience and education in the area of power system operations, design, consultation and studies. Our company brings field-proven capabilities to meet the engineering needs of utilities and industrial companies. This background of skills has been acquired through more than 60 years of combined experience delivering successful projects for our clients in Alaska, Hawaii, the Pacific Northwest and the South Pacific. We are currently seeking a skilled Staff Accountant to join our team at our Anchorage, Alaska headquarters.

Responsibilities:

We are hiring a Staff Accountant who is responsible for supporting all accounting and financial related activities. These include AP/AR, credit card entry, account reconciliations and general ledger accounting. The Staff Accountant will work closely with the Controller to ensure the accurate and timely distribution of financial and management reports. The applicant should be detail-oriented, possess a high degree of accuracy and work well with other people.

Duties:

- Perform professional level accounting duties according to Generally Accepted Accounting Principles (GAAP)
- Prepare month end journal entries, reconcile general ledger accounts and assist with all accounting functions.
- Accounts payable review and entry, expense account review and posting entries.
- Prepare work papers for the annual audit
- Prepare monthly invoicing with the Accounts Receivable team



Requirements:

- A bachelor's degree in Accounting or a related field **OR** minimum 5 years' experience in accounting
- Strong working knowledge of accounting principles and practices
- Ability to work independently and manage multiple projects simultaneously under strict and demanding deadlines

Benefits:

Electric Power Systems, Inc. offers a great benefit package including Medical/Vision and Dental Insurance, Life Insurance, Long Term Disability, 401 (k) Plan, Health Club Membership, Employee Assistance Program, Paid Vacation and Paid Holidays.

Electric Power Systems, Inc. is an Equal Opportunity Affirmative Action employer that values diversity at all levels. We consider candidates for all positions on the basis of qualifications and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, protected veteran status, disability and any other legally protected status. Minorities, women, veterans and individuals with disabilities are encouraged to apply. We are an EEO/AA employer.

Electric Power Systems, Inc. is a smoke free and drug free company.