



Bookkeeper / Office Manager

Position Description

The Alaska Laborers Training School's Bookkeeper / Office Manager position requires a dedicated and motivated person who wants to be part of a team that delivers state-of-the-art vocational training. This position provides critical support to the entire organization, is responsible for accurate financial control, financial reporting, payroll, recordkeeping, grant reporting as well as understanding the overall mission of AKLTS in developing Alaska's Laborers workforce. Ensures financial accuracy in all financial transactions and reporting. This position also provides direct support to the Director and assists with developing and tracking budgets. It provides oversight of the administrative office staff, the kitchen and ordering processes. AKLTS expects the Bookkeeper / Office Manager to possess a high level of integrity, strong work ethics, and confidentiality. This key position must be reliable and trustworthy. A financial and background check is required. This position description is meant to be a general summary for the duties of the Bookkeeper / Office Manager position. Specific job duties will be determined and assigned with ongoing workload assessment. Cross training is expected, and specific duties may change periodically.

Required Qualifications & Competencies:

- Associate degree in accounting or business management, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles.
- 5+ years of organizational financial responsibilities including creating of budgets
- Professional writing skills needed in an administrative setting
- Excellent analytical, problem solving and decision-making skills; high degree of accuracy, attention to detail and confidentiality
- Good communication skills, written and verbal
- Ability to work on sensitive and confidential issues
- Ability to multi task in a fast paced and deadline driven environment
- Reliable and dependable; punctual attendance mandatory
- Payroll processes and software
- HR duties
- Tracking budget expenses
- Supervisory experience
- Proficient with MS Office Suite
- Financial & Background checks required

Duties and Responsibilities:

- Plan and prepare annual budget
- Maintain and balance general ledger
- Prepare profit and loss statement and balance sheet monthly
- Prepare weekly payroll, including quarterly reports
- Prepare 1099's and W-2's
- Preparation for annual audit
- Record cash receipts and make bank deposits
- Monitor training school's assets
- Track Gaming profits and prepare reports
- Implements office policies and procedures
- Maintain strict confidentiality
- Supervise office administrative staff, evaluating and monitoring accurate recordkeeping
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances
- Compile invoices/billing/reimbursement documentation for AP/AR payments on a weekly basis
- Performs duties of Human Resource compliance requirements
- Works closely and collaboratively with the rest of the training team through clear communication and support
- Responsible for grant budgeting, billing and recordkeeping documentation requirements
- Maintain professional filing systems, both physical and electronic
- Interact professionally with the public providing general support and relaying accurate information
- Interact professionally with staff, students and apprentices
- Cross train with all departments
- Performs other related duties as assigned