

## **Accounting & Administrative Assistant**

Architects Alaska is looking for an Accounting & Administrative Assistant. This position will be the direct backup for the Office Controller and assist with day-to-day operations, including bookkeeping, office administrative support, and HR-related functions. This position will be paid hourly and will require 30 to 40 hours a week, depending on the department schedule.

### ***Responsibilities:***

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive. This position may complete other tasks as assigned.

#### ***Bookkeeping:***

- Assist Controller with posting daily bank deposits
- Assist Controller with semi-monthly payroll, including paying all payroll taxes and benefit deductions
- Assist Controller with quarterly and annual payroll tax filings, including multi-state unemployment and income tax reports for Alaska, Montana, and South Dakota
- Assist Controller with monthly, quarterly, and yearly account reconciliations and reports as needed
- Assist Controller with bank and credit card reconciliations
- Assist Controller with Trade and Consultant accounts payable
- Assist Controller with annual DOT, Workers Comp, and 401K audits
- Assist Controller with contract management practices
- Assist Controller with annual business and professional license renewals and tracking
- Assist Controller with 1099s and other tax forms as needed

#### ***Administrative Support:***

- Assist with new employee on-boarding, employee exit processes, and benefit administration
- Assist Controller with annual benefit renewals
- Assist with Parking Pass and Lease agreements
- Assist with organizing and maintaining files and records
- Help answer, screen, and transfer inbound calls when the receptionist is away from the front desk
- Support through general clerical duties such as photocopies, fax, and mailings, ordering office supplies
- Coordinate with IT department for office technology and software issues
- Support system improvement initiatives such as streamlining and automating processes and improving cost inefficiencies
- Assist with special projects as needed
- Ensure the smooth running of the office with the help of the receptionist and Controller

#### ***Education and Experience Preferred:***

- Five years bookkeeping or office management preferred
- Associate degree preferred but not required
- Knowledge of Deltek software is a huge plus

- Must understand general ledger and job cost accounting
- Microsoft Excel and Word proficiency
- Must have good data entry skills and attention to detail
- Proficient use of office equipment such as copy machine, fax machine, telephone
- Ability to work independently as well as with internal and external teams

Other Qualities: Excellent Communication skills – written and verbal Self-Motivated • Teamwork • Flexibility & Adaptability • Prioritizing • Attention to detail and accuracy • Planning and organization • Problem assessment and problem-solving • Computer Skills

#### Architects Alaska Offers:

- Fun, collaborative working environment
- Employer insurance including medical and dental, optional vision, life, and disability
- Paid holidays and leave
- 401K retirement plan after one year of employment

#### Salary

The salary range is based on 2021 Salary compensation research for Alaska wages and the PSMJ Compensation research tool. Competitive salary is dependent upon experience.

Architects Alaska is an Alaskan Architecture and Interior Design firm with offices in Anchorage, Wasilla, and Bozeman. Founded in 1950, Architects has been on the leading edge of architectural design for over 65 years and has maintained a practice based on innovation, quality, and design. Architects Alaska employs a staff of 30 and is a very friendly environment in which to work. We offer a casual, fun, collaborative work environment and professional growth potential, with competitive pay and benefits. If you think you have the right skills to join our dynamic team, we would love to hear from you!

Please send a written cover letter and resume to: [lgreen@architectsalaska.com](mailto:lgreen@architectsalaska.com)