



ARCTIC RESEARCH CONSORTIUM OF THE UNITED STATES

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Arctic Research Consortium of the United States (ARCUS) Accountant Job Description

The Arctic Research Consortium of the U.S., Inc. (ARCUS) is a nonprofit consortium of organizations dedicated to Arctic research and education. This position reports to the Director of Finance and Human Resources and provides accounting and administrative support to ARCUS. This will be a primarily work-from-home position. Preference will be given to candidates based in Alaska; candidates in other US locations will also be considered.

Specific responsibilities and duties:

Accounting:

- Accounts payable processing
- Accounts receivable processing (invoicing and cash receipts)
- Payroll processing
- Payroll tax payment reconciliation
- Payroll tax report review
- General ledger account reconciliation
- Monthly, quarterly, and year-end closing procedures
- Assist Director of Finance/HR with financial report preparation

Travel:

- Organize and verify travel receipts
- Assist in preparation of travel reimbursements

Purchasing, Receiving and Inventory:

- Maintain purchase order system
- Place and track orders as requested
- Maintain ARCUS inventory of furniture, equipment, hardware, software, and supplies

Administrative Support:

- Business Office filing
- Petty Cash
- Other duties as assigned

Qualifications:

- Proficient in Excel spreadsheet design
- Understanding of generally accepted accounting principles
- Familiarity with fund accounting and automated accounting systems
- Effective written and verbal communication

LOCATION : 3535 COLLEGE ROAD • SUITE 101 • FAIRBANKS, ALASKA 99709
MAILING ADDRESS : PO BOX 81310 • FAIRBANKS, ALASKA 99708

- Strong attention to detail
- Ability to succeed in a work-from-home position

Expectations:

- Maintain a high degree of accuracy
- Follow organizational policies and procedures
- Preserve confidentiality of financial and personnel records
- Work closely and cooperatively with others
- Be willing to help with other projects, as needed

Education/Experience:

Education and/or experience should be sufficient to perform the responsibilities of the position and to have acquired the necessary knowledge, skills, and abilities.

Additional Details:

Salary will be commensurate with education and experience, within a range of \$26.50 to \$28.50. This is a full-time position, paid on an hourly basis, and will report to the Director of Finance and HR. Working hours would be approximately Monday-Friday between the hours of 8:00 a.m.-5:00 p.m. Alaska time. This will be a primarily work-from-home position. Preference will be given to candidates based in Alaska; candidates in other US locations will also be considered.

Benefits:

ARCUS offers a competitive benefit package which includes health/dental insurance, short and long-term disability, 403(b) retirement plan, life insurance and paid time off.

How to Apply:

Application materials should include:

- A letter of interest (1-2 pages) that explains how your experiences and qualifications are a fit for this position; specifically addressing your attention to detail. Please address the letter to Brandi Austin.
- A resume.

Please submit application materials and any questions via email to brandi@arcus.org, subject line: "Accountant [Last Name]." No phone calls, please. Final candidates will be asked to provide references.

Application review has been extended to 24 February 2023, but the position will remain open until filled.

ARCUS is an equal opportunity employer