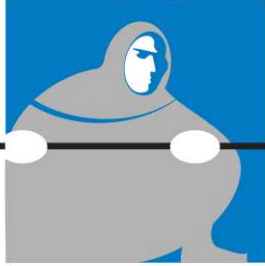


EYAK



THE EYAK CORPORATION

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5700 Old Seward Highway, Suite 203
Anchorage, AK 99518

On the hunt . . .

February 16, 2010

TITLE: Accountant

REPORTS TO: Senior Accounting Supervisor

SUMMARY:

The Accountant will provide accounting support to The Eyak Corporation and its wholly owned subsidiaries. The position is Anchorage based. Working under the direct supervision of the Senior Accounting Supervisor this position provides all necessary organizational support and is responsible for a variety of other tasks.

DUTIES:

General:

- Processes a variety of fiscal information (e.g. billings, receivables, payables, payroll).
- Reconciles cash, credit cards and other general ledger accounts.
- Coordinates accounting activities with various parties (e.g. field staff, vendors, contractors, auditors, public agency personnel, etc.).
- Maintains a variety of fiscal information, files and records
- Monitors day-to-day expenditures for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget and fiscal practices are followed.
- Performs record keeping and general clerical functions (e.g. copying, faxing, etc.) for the purpose of supporting accounting operations.
- Cross train with both the Senior Accounting Supervisor and Senior Controller to provide coverage for vacation or other absences by those positions
- Review bids and proposal calculations for Senior Controller
- Draft documentation for various corporate procedures
- Perform other duties and responsibilities as requested with a sense of humor and team spirit

Office: (907) 334-6971

Fax: (907) 334-6973

Payroll:

- Prepare and monitor payroll; audit time sheets and verify for accuracy.
- Prepare payroll deductions and remit a variety of payments and reports.
- Perform related payroll functions including payroll reports and payroll tax returns, reconciling to accounting records.
- Prepare and monitor appropriate accounts involving posting and balancing.
- Compute retro adjustments; input in the terminal manual adjustments to payroll register and terminations after completion of payroll.
- Conduct extensive research of payroll records for problems and make necessary corrections.

Payables:

- Disburses funds by preparing and issuing checks for authorized signatures
- Compiles data for preparation of monthly billing and reports
- Processing check and credit card requests and file receipts accordingly
- Processing incoming bills and outgoing checks

QUALIFICATIONS:

- Minimum two year accounting experience, three years or more is preferred.
- College accounting coursework preferred.
- Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure.
- Must have some experience and skilled in the use of software programs such as MS Word, MS Excel, QuickBook.

BENEFITS:

Salary commensurate with experience, excellent benefits, including health insurance, life insurance, retirement, vacation, sick leave and generous holiday schedules.

The Eyak Corporation is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

CONTACT:

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