

Professional Employment Opportunity

**Accounting Manager**

*Position open until filled*

Shaan Seet, Inc. is an Alaskan Native Village Corporation located in Craig, Alaska. We have about 625 shareholders and a diverse set of operations. Shaan Seet has over 100 residential tenants, a boat storage yard, a growing rock business and a thriving 10 room, 3 cabin hotel property. Shaan Seet is governed by a community minded, 7-member Board of Directors. The corporation is managed by a small office with 4 dedicated co-workers and the President & General Manager, who’s in and out, but often *in* the office. The 4-man Maintenance team delivers rock, builds driveways, building pads, etc. and maintains Shaan Seet’s many properties. We work together as a tight knit team to keep it all running smoothly and there’s seldom a dull moment, which makes the job challenging and fun.

Shaan Seet is recruiting an experienced and enthusiastic Accounting Manager to join our onsite team. The Accounting Manager oversees all financial and accounting activities for Shaan Seet’s operations as well as providing oversight to the rest of the office staff. Duties will include, supervision of accounting and other office staff, payroll and reporting, accounts payable and receivable, account reconciliation, financial and regulatory reporting, budgeting and annual financial audits, financial analysis and cash forecasting. The Accounting Manager also serves as the HR manager for a 10-12 person staff and is responsible for Shaan Seet’s risk management program. The perfect candidate for this position will be an organized individual with solid accounting experience using QuickBooks, a leader that sets a positive, productive and family-oriented tone for the office and a skilled team player that can provide information and financial guidance to the President/General Manager and Board of Directors.

If you think you’re the right person for this job, there’s a complete job description available on our website. Feel free to call Gail Slentz with any questions you may have. The next step is to fill out an employment application and send it to us with a cover letter and resume.

Work Hours: 8am – 4pm, Monday – Friday

This is an exempt, salaried position. Salary DOE: Range $60,000 - $75,000

Relocation and Housing Assistance available for successful candidate.

We’re looking forward to hearing from you!

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