



## Job Announcement

# Accounting Clerk

Open until position is filled

Shaan Seet is an ANCSA Village Corporation looking for a driven individual with a strong work ethic to join our administrative team. The Accounting Clerk works directly under the direction of the General Manager. The Accounting Clerk is also supervised by the Accounting Manager to ensure accurate accounting of Shaan Seet's Finances.

Hours of Work: 40 hours per week, Monday – Friday 8 AM to 4 PM

Full-time: Permanent/ Part time/ Flexible

### Job Overview:

At Shaan Seet we count on a meticulous financial system to keep the corporation moving forward. The Accounts Receivable Clerk is an important member of the administrative team. This position is primarily responsible for ensuring accuracy of operations in relations to customer files, processing invoices, recording payments, preparing deposits and collections for all enterprise departments of SSI. The Accounting Clerk will also be responsible for general customer service and property management administration. Other duties as assigned.

If you think you're the right person for this job, there's a complete job description available upon request for your review or you can visit [shaanseet.com](http://shaanseet.com) and view the Careers page. Feel free to call the office (907) 826-3251 with any questions you may have.

Wage: DOE \$ 45k-62k Annually (\$22-\$30 per hour)

Benefits: 6 Hours of PTO Per Pay Period and 8 Hours after 2 years Employment - HSA (Healthcare Savings Account) \$600 Monthly Plus Wages - Flexible Scheduling - Cell Phone Payment - Holiday Pay – Paid Training and Development – Shareholder Discounts

We're looking forward to hearing from you!  
(907)826-3251 \* [accounting@shaanseet.com](mailto:accounting@shaanseet.com) \* [www.shaanseet.com](http://www.shaanseet.com)