



## Job Announcement

# Accounting Manager

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 Manager works directly under the direction of the General Manager. The Accounting Manager also supervises the Accounting Clerk and the Administrative Assistant/Intern to ensure accurate accounting of Shaan Seet's finances.

Hours of Work: 40 hours per week, Monday – Friday 8 AM to 4 PM (this is a salary position.)  
Full-time: Permanent/ Part time/ Flexible

### Job Overview:

The Accounting Manager is responsible for all areas relating to the accounting activities of the corporation, in accordance with GAAP, including: oversee all A/R and A/P activities, insurance activities, reconciliations, payroll and payroll reporting, financial and regulatory reporting, budgeting, audit preparation, and developing/maintaining accounting policy, procedures and practices. In addition, the Accounting Manager will supervise the finance department including the Accounting Clerk and any other finance positions created by SSI.

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 \$ 60k-75k Annually (\$29-\$36 per hour)

Benefits: 8 Hours of PTO Per Pay Period - 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)