

COOK INLET REGION, INC.
JOB DESCRIPTION

Position: *Accounting Technician*
Department: *Finance and Accounting*
Reports To: *Accounting Manager, CIRI*
FLSA Status: *Non-Exempt*

Supervises

None

General Function

General accounting support including bank reconciliations, accounts receivable, data entry, reconciliations, and account analysis. Other duties as assigned.

Major Activities (Typical Duties/Responsibilities)

- Prepare bank reconciliations for CIRI and its subsidiaries.
 - Prepare daily deposits.
 - Entry of fixed asset transactions related to additions, disposals and work-in-process. Reconciliation of fixed assets and work-in-progress accounts. Preparation of monthly fixed asset activity reports.
 - Prepare entries and maintain reconciliation of accounts as assigned, such as property taxes, shareholder dividends, restricted cash, etc.
 - Accounting for and reconciling of notes and miscellaneous accounts receivables.
 - Journal entry posting for assigned accounts.
 - Filing and other support for accounting department.
 - Backup for accounts payable.
 - Backup for executive assistant.
 - Other duties and projects as assigned.
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Skills/Abilities

- Strong organizational skills, proficiency using a ten-key calculator by touch and good data entry skills.
 - Strong Microsoft Word and Excel skills.
 - Good oral and written communication skills.
 - Strong bookkeeping skills.
 - Knowledge of generally accepted accounting principles and procedures.
 - Good analytical skills.
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Minimum Experience

High School Diploma or GED equivalent; some college education with emphasis on accounting or one year practical experience in bookkeeping preferred; combination of experience and training that provides the required skills, knowledge and abilities.

Required Contacts

- CIRC executives, management and staff
 - Management and staff of CIRC subsidiaries
 - Banking institutions
 - Accountants at CIRC's subsidiaries.
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APPROVAL

Incumbent: _____ ***Date:*** _____

Supervisor: _____ ***Date:*** _____