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## **Accountant**

### Job Overview

Far West, Inc. is an Alaska Native Village Corporation with a mission is to develop economic opportunities through innovative business diversification while preserving our culture through creation of shareholder opportunities for economic and social self-sufficiency. We are a growing company with a small and dedicated team headquartered in Anchorage, AK.

The Accountant will oversee the day-to-day finance, accounting, and payroll functions of Far West Inc. and its subsidiaries (Angayut, Far West Federal Holding, Far West Services). This position will report directly to the Controller (but will also be directed by the COO and CEO as required).

In addition to the accounting duties listed below, the Accountant may have to perform limited HR duties related to payroll. Due to the small staff of Far West and its subsidiaries, it may also be necessary to perform other administrative duties as assigned by the Controller, COO, or CEO.

### Responsibilities for Accountant

- Keep accurate records of incoming and outgoing payments to the organization
- Collaborate with team members to provide necessary financial reports to senior-level managers
- Handle payroll functions as required by the organization
- Review financial information and documents monthly
- Prepare and monitor invoices
- Prepare and file tax documents
- Perform monthly reconciliations
- Assist with month-end close and preparation of monthly financial statements
- Assist with audits
- Assist with end of year close out
- Manage the distribution of Shareholder Distribution checks
- Manage general ledger bookkeeping where necessary
- Look for and provide solutions for accounting irregularities
- Perform A/P and A/R duties
- Contract billings and entry of federal invoices into WAWF
- Entering budgets into accounting software
- Other duties as assigned or necessary

### Required Qualifications and Skills

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- Degree in accounting, finance, business, or related field is preferred but related experience will be considered
  - Knowledge and ability to use a General Ledger, Accounts Receivable, Accounts Payable and Payroll software applications
  - Knowledge of GAAP
  - Proven organizational skills and the ability to maintain precise records, both physical and digital
  - Proficiency with productivity tools, including Microsoft Office Suite
  - Ability to work collaboratively in a team setting
  - Ability to do business ethically with customers, vendors, and coworkers
  - Can work independently and without supervision when required
  - Experience in Federal contracting preferred
  - Minimum of 5 years relevant experience

## EEO AND PREFERENCE STATEMENT

*We do not discriminate based on race, ethnicity, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Far West, Inc.*

*We reserve the right to make hiring decisions preferential to Far West Inc. shareholders and their descendants and to shareholders of other corporations created pursuant to the Alaska Native Claims Settlement Act, in accordance with Title 43 U.S. Code 1626(g).*