



## Position Vacancy Announcement

### *Accounting Technician*

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**Aurora Launch Services (ALS):** Aurora Launch Services is a wholly-owned subsidiary of Alaska Aerospace, established to provide low cost, highly reliable launch services on a contract basis to both government and commercial space launch customers worldwide. The company is headquartered in Anchorage, Alaska.

#### **Position Description:**

Under the direction of the Alaska Aerospace President, the Accounting Technician performs routine and recurring assignments in the formulation, development, and execution of payroll; performs routine and recurring accounts payable and accounts receivable transactions. Including monitoring contracts and assist in development and execution of financial plans.

#### **Primary Job Responsibilities:**

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Update and maintaining records of expenditures
- Respond to vendor invoices
- Ensure that all payments are made in accordance with company policy
- Ensure that all payments are sent on time
- Resolve payment discrepancies and disputes on behalf of the company
- Reconcile payable reports with customer each month to confirm that all amounts paid were accurate
- Perform and complete weekly accounts payable check runs.

- Preparing and posting payroll and accounts payable data to the general ledger.
- Prepare and send invoices to customers
- Post payments to customer accounts
- Organize and file deposit receipts as invoices are paid
- Prepare reports on delinquent accounts and customer payment profiles
- Perform monthly bank reconciliations
- Post customer payments.
- Send statements and copies of invoices to customers.
- Communicate customer balance details to sales and customer service teams.
- Monitor customer account details for non-payments, delayed payments and other irregularities.
- Research and resolve payment discrepancies.
- Maintain accounts receivable customer files and records.
- Investigate and resolve customer queries.
- Reconciliation of payroll and accounts payable related accounts.
- Maintains financial security by following internal accounting controls.
- Secures financial information by completing data base backups.
- Data entry and posting of cash receipts.
- Calculation and preparation of accrued wages journal entry – monthly.
- Other analysis and reconciliation as requested by management.
- Other duties as assigned.

### **Required Knowledge/Experience/Qualifications:**

- AA in Accounting or other Accounting Certification
- At least 2 years accounting and accounts payable experience.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Strong computer skills using accounting software. Proficient in MS Office and ERP systems.
- Experience in QuickBooks, preferred.
- Exceptional organizational and multi-tasking skills.
- Excellent communication (oral and written) and interpersonal skills
- Ability to prioritize workload and self-manage projects, handle multiple tasks and meet strict deadlines
- Detail oriented and strong problem solving and decision-making skills
- Able to work with all levels of employees and management within the organization
- Well-developed time management skills.

This is a part-time position that may be located in Anchorage, Alaska.

### **Equal Employment Opportunity Statement**

It is the policy of Aurora Launch Services to provide equal employment opportunity to all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

## **Compensation**

A competitive salary and benefits package, determined upon experience level of individual, will be negotiated after an offer to hire has been given.

## **To Apply**

Please send a cover letter and resume to Craig Campbell, President, Aurora Launch Services, 4300 "B" Street, Suite 101, Anchorage, AK 99503. This position will remain open until filled.