



**VALDEZ FISHERIES DEVELOPMENT ASSOCIATION, INC.**  
P.O. Box 125 1815 Mineral Creek Loop Road Valdez, Alaska 99686  
(907) 835-4874 Fax (907) 835-4831

## **JOB ANNOUNCEMENT – “ACCOUNTANT”**

**Location:** Valdez Fisheries Development Association, Inc., Valdez, Alaska  
Open until filled

Are you looking for a fun, challenging and rewarding job in one of the most beautiful and scenic places in Alaska? Are you looking for flexible work schedule to allow for more time during the week? **Do you have experience in accounting and payroll?** VFDA is looking for a qualified applicant to fill a regular part-time Accountant position to work in our corporate office.

### **Organization:**

Valdez Fisheries is a private non-profit association dedicated to enhancing salmon fisheries and developing renewable fisheries resources in Prince William Sound. VFDA operates the Solomon Gulch Hatchery which is a modern, large production facility, culturing 270 million pink and 2 million coho salmon eggs. VFDA also manages a seafood processing plant and cold storage to facilitate economic development with local fishermen and develop fisheries resources. VFDA has 17 full time employees and up to 50 seasonal employees and is located within the city limits of Valdez, Alaska.

### **Job description:**

A thirty hour per week, non-exempt, regular part-time position reporting to the Executive Director. The Accountant performs a variety of administrative and office functions and represents the association in all audits, matters of the financial trustee and fiduciary accountability. The position performs all daily, monthly and yearly accounting functions including, cash flow management, accounts payable, accounts receivable, payroll and general ledger accounting.

### **Essential job functions:**

- Responsible for bank statement reconciliation monthly.
- Responsible for entering annual budgets into general ledger and assigning codes for tracking fixed assets, revenues and expenditures of multiple programs, grants and charts of accounts.
- Responsible to insure all accounts payable payments are drafted, mailed and recorded in the general ledger in a timely manner. Reviews all invoices for accuracy relating to purchase orders and receiving reports.
- Responsible for the preparation and billing of all accounts receivable.
- Assist with managing inventory and create billing for corporation's seafood programs.
- Responsible for submitting loan payments as required.
- Responsible to accurately prepare and deposit all biweekly payroll payments to include all planned withholdings, health savings account distributions and employer/employee retirement benefit contributions.
- Assist employees in determining contributions into employee retirement accounts to maximize benefit of full employer match.
- Responsible to insure accurate payment of all quarterly payroll taxes and W-2 filings, fisheries business taxes and regulatory reporting as required. Prepares and submits 1099's annually.
- Responsible to generate accurate monthly and yearend financial statements for the corporation and ad-hoc reports as needed.
- Manages the corporation's cash flow with the Executive Director to ensure that funds are available for monthly expenditures in an efficient and fiduciary manner.

- Provides financial reporting and documentation as required to assist third parties in conducting annual corporate and worker's compensation audits and may include grant programs.
- Provide updated tax rates and accounting history as requested for budget planning.
- Provides information to third party accounting for completion of the IRS form 990, form 1096 and ensures the filing of corporate tax returns.
- Assist third party auditor with the annual audit of the retirement plan. Participates in the VFDA 401(k) retirement plan committee as a Trustee.
- Assists the Executive Director with long and short-term fiscal planning, budgeting and monitoring of the financial status of the corporation to ensure the corporations finances are responsive and displayed in an accurate and transparent manor.

**Knowledge and Skills Required:**

Demonstrable proficiency and working knowledge of computerized accounting, Microsoft Office. Employee must be able to follow direction, be self-motivated and work under deadlines. Employee must also be able to work in an environment dictated by confidential and proprietary information. Employee must possess strong written and verbal skills and be able to work cooperatively, effectively and professionally with visitors and co-workers.

**Qualifications** – Minimum required.

1. Education – Associate's degree in Accounting or Business Administration. 5 years of direct related experience listed below may be substituted for education requirement.
2. Experience – a minimum of 5 years work experience performing all aspects of general ledger accounting and payroll is required.
3. Other – Driver's License

**Compensation:**

Competitive wage and benefits package including health with health savings account, dental, vision, for employee and retirement benefit with matching company contributions. Hourly wage range is \$31.44 to \$43.28 DOE.

**Contact:**

Email [Lori.Plaster@valdezfisheries.com](mailto:Lori.Plaster@valdezfisheries.com) a cover letter, VFDA general application, resume and three references. Additional copies may be sent by mail.