

ALASKA PUBLIC MEDIA
3877 University Drive
Anchorage, Alaska 99508
M 907.550.8400
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Title: Senior Accountant
Reports to: Chief Financial Officer
FSLA Status: Non-exempt
Version: 2.2

This position is responsible for the daily accounting for Alaska Public Media. AKPM is the source for NPR radio, PBS television for South Central Alaska and stewards the statewide news network.

Essential Functions:

The Senior Accountant will be responsible for the general accounting functions of the organization and administration of the computerized accounting system. Assists the Chief Financial Officer with financial reporting and budget development and monitoring.

Duties and Responsibilities:

In addition to the above functions, the Senior Accountant will:

- **Accounts Payable** – Obtains payment approval of purchases along with expense codes from department managers if needed. Monitors codes for accuracy. Enters invoices into accounting system for processing. Process approved invoices for payments bi-weekly both manual and system generated payment processes.
- **Accounts Receivable** – Sorts cash receipts between membership and accounts receivable, rents, etc. and submits to Database Manager for electronic deposit processing.
- Process monthly billings both manual and system generated.
- Enter cash and accounts receivable payments in accounting and Protrack systems.
- Reconciles balances between Protrack and accounting system.
- Answer billing inquiries as necessary.
- Assist in maintaining correct addresses in Protrack and accounting software.

- **Budgeting** – Prepare and distribute budget worksheets to department managers for preparation of new budgets.
- In conjunction with CFO, analyze submitted departmental budgets for account code accuracy and reasonable expense amounts submitted based on known factors and history.
- After incorporating all budget submissions into primary budget worksheet, prepare budget for upload in accounting software.
- Monitor budgets and recommend any budget changes needed in mid-year budget cycle.

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- **Payroll Functions** – Prepare monthly commission reports and distribute to Account Execs for approval and submission to payroll.
- Reconcile commissions due to actual accounting revenue recorded on a monthly basis.
- Prepare quarterly tax reports and submit to proper organization
- Prepare W2 and 1099 year end reports and distribute to employees.
- Prepares and processes payroll in the absence of Accounting Assistant

- **Other accounting functions** – Prepares monthly financial reports
- Attends monthly Financial Committee meetings.
- Prepares and performs duties for annual audit.
- Prepares grant reports to granting agencies for submission/reimbursement of spent grant funds.
- Monitors banking activity and cash flow and makes recommendations to the CFO as needed.
- Processes monthly bank reconciliation in absence of Accounting Assistant.

Required Qualifications:

- Bachelor’s degree or 6 years comparable experience.
- Five years’ (5) accounting experience with three years’ (3) general ledger experience.
- Demonstrated experience with Excel spreadsheets.
- Demonstrated experience with computerized accounting software.
- Knowledgeable about FASB Rules and Regulations Circular A-139.
- Knowledgeable with IRS Rules and Regulations.
- Good communication skills both oral and written.
- Able to work in fast paced, deadline driven environment.

Desired Qualifications:

- Familiarity with non-profit accounting.
- Familiarity with grant funding.

Allowable substitution

If necessary, alternative combinations of education and experience will be evaluated by the Human Resources Office for comparability.

Competencies:

- Act in accordance with AKPM policies.
- Support AKPM compliance efforts with FCC, CPB, NPR and PBS rules and regulations

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- Communicate effectively.
- Apply critical thinking and problem solving skills.
- Maintain positive relationships with both internal and external customers.
- Demonstrate consistent outstanding customer service.
- Proficient at computer use to include office software products, custom software packages, internet and e-mail.
- Consistently demonstrate ethical behavior.
- Must exercise good judgement for the prompt completion of responsibilities.

Employee Expectations:

Must be able to work in a constantly changing environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands while seeking supervisory assistance as appropriate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job.

The employee is regularly required to stand, walk and sit; use hands to handle or feet; reach with hands and arms; talk and hear. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are typical of a television/radio broadcast office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

Alaska Public Media is an equal opportunity employer.

I, _____ received a copy of this job description on _____
(Print Name) *(Date)*

Employee Signature

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