



JOB DESCRIPTION- September 2020

Job Title: Accounting Clerk

Immediate Supervisors: Finance Manager

Summary of Responsibilities:

The Accounting Clerk shall provide financial, clerical, and administrative services to ensure the efficient, timely and accurate processing of daily receipts and accounts receivables. The Accounting Clerk shall also provide administrative assistance to Finance Manager in other functions of the Finance Department.

As leaders in the marine transportation industry IFA employees are responsible to instill an atmosphere with passengers that riding the ferry is pleasure, not just a need. To that end every IFA employee is responsible for overall passenger safety and satisfaction. All necessary steps must be taken to correct conditions or to report conditions that could endanger passenger safety or satisfaction in any manner both on and off the vessels. This includes IFA vessels, vehicles, access ramps, offices, terminals, and terminal grounds.

Specific Duties:

Accounts Receivable

- Open, sort, and deliver mail to appropriate departments.
- Review and resolve reconciliation issues with daily sales reports submitted by terminal agents.
- Prepare and post daily journal entries for sales.
- Generate and send out invoices mid-month and end of month.
- Collection of A/R payments, Investigate and resolve customer queries.
- Maintain accounts receivable customer files.
- Other duties as assigned.

Knowledge and Abilities:

- Minimum of one-year experience general accounting, specifically accounts receivables preferred.
- Must be familiar with basic accounting, filing, and cash handling principles.
- Organizational and Data Entry skills.
- Thorough work practices and attention to detail.

- Experience with Microsoft Office to include Excel, Word, and Outlook.
- Experience with general office equipment and procedures.
- Must be willing to cross train and work as back up for other accounting personnel.
- Must possess great written and oral communication with customers and team members.
- Maintain employee confidentiality and customer confidentiality.
- Must be willing to take direction and work in a team environment.

Certificates and Credentials:

- High School Diploma.
- Valid Alaska drivers license within 30 days.

Uniform Requirements

Administrative workers do not have a uniform requirement but are required to be neat and clean and present themselves in a professional manner.

Compensation

This is a permanent part-time hourly (20-25/hour per week) position with minimal benefits. We offer medical/dental/vision/audio at a 50% cost of our monthly premium. Benefit package includes vacation, sick and holiday pay, and IFA travel benefits.