



## NOTICE OF JOB OPENING

### *Anchorage Director of Accounting*

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**OPENS:** 12/30/11  
**JOB STATUS:** Full Time

**CLOSES:** When filled  
**STARTING SALARY:** DOE

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### **JOB DESCRIPTION**

The Director of Accounting directs the accounting and control functions of the agency reporting the results of operations. The Director of Accounting is responsible for preparing financial analyses of operations, including financial statements with supporting schedules for the guidance of management and to fulfill governmentally mandated reporting requirements. This position provides supervision over general accounting, cost accounting, grant reporting, accounts payable and payroll. The Director of Accounting is responsible for ensuring that the financial system is accurate, efficient and in accordance with professional accounting practices and governmental regulations. This position requires substantive knowledge of administrative management, accounting principles, reimbursable and grant funded billing systems and State of Alaska fiscal policies.

### **REQUIREMENTS**

**EDUCATION:**  Bachelors degree in Accounting or closely related field

**EXPERIENCE:**  3 years direct accounting experience in supervisory capacity

**OTHER:**  Pass a criminal background check under state regulation  
 Have a valid driver license & at least 3 years of driving experience (can include permit time)  
 Provide a driving record that meets agency guidelines

### **FOR MORE INFORMATION, CONTACT:**

Human Resources Recruiter  
Hope Community Resources, Inc.  
540 W. International Airport Rd  
Anchorage, AK 99518  
1-800-478-0078  
[jobs@hopealaska.org](mailto:jobs@hopealaska.org)