



Position Vacancy Announcement

Accounts Payable/Receivable Specialist

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, co-located with Alaska Aerospace.

Position Description:

Under the direction of the Alaska Aerospace Finance Manager will perform routine and recurring accounts payable and accounts receivable transactions.

Primary Job Responsibilities – 85%:

Accounts Payable duties are to manage outgoing bills and invoices. These bills might include utility payments, product or inventory invoices, employee expense accounts and reimbursements. In some companies, the accounts payable clerk may also be required to assist with payroll. Some of the other specific duties associated with this position include:

- Update and maintaining records of expenditures
- Send out payments for company credit cards
- 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 petty cash accounts
- Monitor all vendor payment agreements to find discounts that can be used to reduce invoice amounts
- Keep track of credits owed to the company and ensure all credits are properly applied to vendor payments
- Reconcile payable reports with customer each month to confirm that all amounts paid were accurate
- Perform and complete weekly accounts payable check runs.

Accounts Receivable duties are to manage incoming payments on behalf of the company. Accounts receivable clerks accomplish this objective by performing the following tasks:

- 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.
- Maintain an accurate aging report.
- Prepare and maintain various reports as requested by management.
- 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.

Secondary Job Responsibilities – 15%:

- Support month-end and year-end close process.
- Process payroll as a backup to the primary.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains accounting ledgers by posting account transactions.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
- Contributes to team effort by accomplishing related results as needed
- Assist accounting department with additional duties as needed.

Required Knowledge/Experience/Qualifications:

- Knowledge of Government accounting standards.
- Strong computer skills using accounting software. Proficient in MS Office. Experience in QuickBooks and JD Edwards, 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.
- At least 2 years accounting and accounts payable experience.
- AA in Accounting or other Accounting Certification

This is a full-time position that may be located in either Anchorage or Kodiak, 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 John Cramer, President, Aurora Launch Services, 4300 "B" Street, Suite 101, Anchorage, AK 99503. This position will remain open until filled.