



## Position Vacancy Announcement

### *Staff Accountant*

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**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:**

Provides management with financial information by through the preparation of detail data, account reconciliation and assistance with financial reporting.

Under the direction of the Alaska Aerospace Senior Financial Officer, the Staff Accountant performs routine and recurring assignments in the formulation, development, and, execution of contract pricing, program budgets, and financial plans required to properly plan and manage program resource requirements.

#### **Primary Job Responsibilities:**

- Assistance and supervision of payroll function and staff.
- Assistance and supervision of accounts payable function and staff.
- Reviewing and approving accounts payable voucher packets prior to data entry into accounts payable system, including verifying account and job coding.
- Preparing and posting payroll and accounts payable data to the general ledger.
- Reconciliation of payroll and accounts payable related accounts.
- Prepares work to be accomplished by gathering and sorting documents and related information.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Weekly vendor invoice payment selection utilizing guidelines from Director of Finance or Controller/Accounting Manager.
- Assist Controller/Accounting Manager with contract billing and accounts receivable functions.
- Reconciliation of bank accounts.

- Provide reports and interpretations of analytical results to Finance Management and Contract Administration using JD Edwards Enterprise One reporting tools.
- Reconciliation of JD Edwards payroll to State of Alaska payroll data.
- Data entry and maintenance of Fixed Asset system.
- Calculation and posting of monthly depreciation.
- Maintains financial security by following internal accounting controls.
- Secures financial information by completing data base backups.
- Data entry and posting of cash receipts.
- Calculation and preparation of accrued wages journal entry – monthly.
- Assist Controller/Accounting Manager with external and governmental financial audits.
- Other analysis and reconciliation as requested by management.
- Ongoing process improvement in areas of responsibility.
- Training of accounts payable and payroll support staff.
- Other duties as assigned.

### **Required Knowledge/Experience/Qualifications:**

- Bachelor's degree in Accounting - CPA preferred.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- 1 to 4 years of experience preferred.
- Time management skills and commitment to deadlines.
- Administrative Writing Skills, Organization, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication.
- Proficient in personal computers and software including Microsoft Office products, ERP systems (JE Edwards preferred).
- Strong oral and written communication skills.
- Strong computer skills using accounting software.
- General math skills.
- Ability to effectively communicate with customers.
- Excellent time keeping skills and ability to prioritize.
- Exceptional organizational and multi-tasking skills.
- Strong analytical and conceptual thinking skills; ability to analyze data.
- 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.
- Willing and able to work extended hours, overtime, and on weekends, as required.
- Well-developed time management skills.

This is a full-time position that may be located in either Anchorage or Kodiak, Alaska.

### **Other Desirable Qualifications**

Past working experience in the aerospace industry, with a preference towards experience in the space-oriented industry; such as spaceport operations, space systems operations, or launch vehicle development/operations.

## **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.