

OPERATIONAL MANAGEMENT — NEXT-IN-CHARGE · JD-EMK-07

Assistant Accounts Manager

JD NUMBER	JD-EMK-07
FLSA STATUS	Non-Exempt
EEO CATEGORY	First/Mid-Level Officials and Managers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	Accounts Payable / Receivable Clerk
DEPARTMENT	Corporate Accounting

POSITION SUMMARY

The Assistant Accounts Manager serves as second-in-command to the Senior Accounts Manager, providing day-to-day accounting operations coverage across the Corporation's three operational units (Tank Farm, Store, and Corporate office). Responsibilities include transaction posting, reconciliation support, month-end close assistance, QuickBooks Online administration, and stepping into the Senior Accounts Manager's role during their absence. This role ensures redundancy and continuity of the Corporation's accounting function. Reporting note (Aug 2026): Reports directly to the President & CEO while the Senior Accounts Manager position remains vacant. Once filled, reporting will transfer to the Senior Accounts Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Post daily transactions across all operational units in QuickBooks Online with accurate classification and documentation.
- Reconcile bank statements, credit card statements, and inter-company transactions on a monthly cycle.
- Support the Senior Accounts Manager in month-end close, including journal entries, accruals, and preliminary financial statement review.
- Cover for the Senior Accounts Manager during absences, ensuring uninterrupted accounting operations and financial oversight.
- Assist with the annual audit preparation, including schedule preparation, documentation, and auditor liaison.
- Coordinate with the Tank Farm, Store, and Facilities teams to ensure timely and accurate expense coding.
- Maintain the Corporation's chart of accounts and support periodic reviews with the Senior Accounts Manager.
- Process bi-weekly payroll through ADP under the Senior Accounts Manager's oversight, ensuring PTO, deductions, and shareholder distributions are handled correctly.
- Support the ANCSA 7(i)/7(j) revenue-sharing accounting cycle, including the annual settlement process.

- Maintain records to satisfy IRS, Alaska DCCED, and shareholder–audit requirements.
- Serve as backup for accounts payable and accounts receivable processing when the AP/AR Clerk is out.

REQUIRED QUALIFICATIONS

- Associate's degree in Accounting, Finance, or a related field required; Bachelor's preferred.
- Three (3) or more years of progressive accounting experience with an emphasis on general ledger, reconciliations, and month–end close.
- Proficient in QuickBooks Online; certification preferred.
- Working knowledge of GAAP and the Alaska Statute governing corporate accounting.
- Proficient in Microsoft Excel including pivot tables, VLOOKUP/XLOOKUP, and structured references.
- Excellent attention to detail and reconciliation discipline.
- Demonstrated ability to maintain strict confidentiality of Corporation financial data.

PREFERRED QUALIFICATIONS

- Alaska Native descent or lived experience with ANC communities in rural Alaska.
- MBA or Juris Doctor (JD) degree.
- Prior service on an ANC board of directors or shareholder committee.
- Experience with Department of Defense contracting or energy/fuel logistics in remote environments.
- Bilingual proficiency in Yup'ik and English.
- Familiarity with QuickBooks Online financial reporting at the board–review level.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable–suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding–agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily sedentary office environment. Must be able to travel to Emmonak, AK (remote bush location accessible by small aircraft or boat) multiple times per year, including in adverse winter conditions. Ability to sit for extended periods during board meetings and travel.
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Work environment	Emmonak, AK corporate office. On-site required for accounting operations and coverage during the Senior Accounts Manager's absence.
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EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native–owned 8(a)–pursuit firm and a Buy Indian Act–qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date