

SHAREHOLDER SERVICES · JD-EMK-14

Accounts Payable / Receivable Clerk

JD NUMBER	JD-EMK-14
FLSA STATUS	Non-Exempt
EEO CATEGORY	Office and Clerical Workers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	None (individual contributor)
DEPARTMENT	CORPORATE · GOVERNANCE · COMPLIANCE

POSITION SUMMARY

The Accounts Payable / Receivable Clerk is the day-to-day financial-records owner for Emmonak Corporation and its operating subsidiaries. The role processes vendor invoices, customer receivables, bank reconciliations, payroll inputs, and routine reporting in QuickBooks Online. The Clerk supports the Senior Accounts Manager with month-end close, audit prep, and operating-unit cost-center reporting for the Tank Farm, Store, Asset Rentals, and Field Calibrations. 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

- Process accounts payable: vendor onboarding, invoice entry, three-way matching with POs and receipts, payment runs, and vendor inquiries.
- Process accounts receivable: customer invoicing, payment application, statement runs, collections follow-up.
- Reconcile bank, credit-card, and merchant-services accounts (including Clover) monthly.
- Maintain the chart of accounts and class/location tagging for cost-center reporting across the operating subsidiaries.
- Support payroll: timesheet collection, payroll processor liaison, payroll-tax filings review.
- Produce month-end financial reports for the Senior Accounts Manager: P&L; by cost center, AR aging, AP aging, cash position.
- Track fixed assets, depreciation schedules, and capital expenditure rollforward.
- Support annual audit, 1099 generation, and federal-grant draw-down documentation.
- Maintain orderly digital and paper financial records in accordance with corporation retention policy.

REQUIRED QUALIFICATIONS

- Associate's degree in Accounting or related field — or equivalent bookkeeping experience.
- QuickBooks Online ProAdvisor Certification (current) or ability to obtain within 90 days of hire.
- Three (3) or more years of full-cycle AR/AP bookkeeping experience.
- Strong working knowledge of GAAP for small-business and accrual-basis reporting.
- Proficiency in Microsoft Excel (pivot tables, lookups), Microsoft 365, and QuickBooks Online.
- High attention to detail and confidentiality with financial data.

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior experience working with an Alaska Native Corporation, Tribal enterprise, or CDQ entity.
- Prior experience in fuel/retail, multi-entity consolidations, or grant-funded accounting.
- Experience with payroll providers (Gusto, ADP, Paychex) and merchant platforms (Clover).
- Notary commission.

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 (including a fiduciary-position check) and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy. Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Office-based role. Must be able to sit for extended periods and work at a computer.
Work environment	Emmonak, AK corporate office. On-site required for handling of accounting records, vendor coordination, and receivables processing.

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.

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