



Job Description: Accountant

Summary

Discover Deishú is a tribally-owned cultural tourism enterprise in Haines (Tlingit: Deishú), Alaska. We seek an accountant to manage daily bookkeeping needs across our family of tourism brands: Alaska Nature Tours, Alaska Backcountry Outfitter retail store, and Taste of Deishú restaurant. This position can be full (seasonal) or part time depending on the candidate, with the opportunity for flexible hours over the winter.

Responsibilities

- Manage accounts payable, accounts receivable and other income and expenditure needs
- Reconcile Point of Sale daily sales and credit cards with bank accounts and merchant services
- Manage monthly sales tax
- Establish time card process and ensure compliance with payroll service provider
- Review, log and verify tour counts for cruise ship invoicing
- Reconcile bank statements monthly; establish process and ensure cash deposits are made in an efficient and timely manner
- Manage financial reporting and monthly reconciliations
- Work closely with Operations Manager in ensuring seamless communication across the enterprise
- Ensure financial records comply with all local, state and federal regulatory requirements, including assisting and preparing documentation for external auditors
- Attend to other industry standard accounting and financial record keeping duties as they arise

Skills

- Meticulous attention to detail and aptitude for critical thinking
- Ability to work independently and be solution focused
- Strong written and verbal communication skills
- Advanced organization and time management skills
- Proficiency in QuickBooks and Microsoft Excel
- Cross-cultural sensitivity and understanding of unique challenges inherent to operating businesses in rural Alaska
- Commitment to traditional values, regenerative economic development and the pursuit of a triple bottom line (People / Place / Prosperity)
- Knowledge of, or interest in learning about, the Alaska tourism industry

Qualifications

- Prefer a degree in business, finance, or a related field; and/or requires an experienced background in finance management or related field

Compensation

- Competitive wage; DOE

To apply, please visit the CIA office or email a resume and completed application to zwentzel@chilkoot-nsn.gov