

ACCOUNTING TECHNICIAN-PAYROLL

ANCHORAGE OFFICE

Alaska Legal Services Corporation is recruiting for a full-time accounting technician (35 hours per week) in its Anchorage office. Responsibilities include processing semi-monthly timesheets and payroll, tracking staff salaries and benefits, general account reconciliations, timely payment of payroll taxes, preparation of 941 quarterly tax returns, W-2's, journal entries, and varied required governmental and agency reporting. This position may also support the Accounting department with other functions such as purchasing and arranging travel for staff and board members.

Required: High school diploma or GED; Computer proficiency (Windows operating system, Microsoft Office, Google Workspace, Internet, e-mail and data entry); Valid Alaska Driver License; and the ability to pass a criminal background check; Ability to move equipment weighing up to 40 lbs.; and ascend/descend a ladder to access stored files. The **Accounting Technician – Payroll** is a highly organized, detail-oriented individual with strong math/calculation/analytical, and communications skills, and who is motivated to provide excellent customer service in a fast-paced work environment.

Highly Desired: At least one year of experience in processing payroll for 50+ individuals; one year of college-level accounting coursework; an understanding of debits and credits; Prior experience in coding timesheets in a non-profit environment with multiple funding sources, and/or experience with Microsoft Dynamics SL.

Hourly Wage is \$25.33-38.00 DOE. Generous benefits and leave package provided, including partial reimbursement of relocation expenses. Personal leave begins at six weeks per year for a full-time employee. ALSC observes 15 paid holidays.

Applications: ALSC is proud to be an equal opportunity employer. We are committed to ensuring a workplace free from discrimination and treating everyone with respect regardless of their race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. Review of applications will begin immediately and continue until the position is filled. Please email a cover letter and resume that includes three professional references to: Careers@alsc-law.org

About Alaska Legal Services Corporation (ALSC): As a private, nonprofit law firm, the mission of ALSC is to expand access to justice by providing civil legal aid that addresses critical needs and creates more equitable systems. Through our work, we empower people and communities throughout Alaska to protect their safety, their health, and to promote family stability. Through advocacy, education, collaboration, and litigation, we empower individuals, protect fundamental rights, strengthen communities, create opportunities, and achieve justice.