

# **Kodiak Regional Aquaculture Association**

104 Center Ave Ste 205  
Kodiak, AK 99615



(907) 486-6555  
fax (907) 486-4105

## **POSITION ANNOUNCEMENT**

### **Office Assistant / Accounting Clerk**

Kodiak Regional Aquaculture Association is looking to fill the position of part time Office Assistant/Accounting Clerk, at the KRAA office at 104 Center Avenue, Suite 205, in Kodiak, AK. Applications accepted through **February 17, 2012**. Applications accepted through email addresses below, KRAA website [www.kraakodiak.org](http://www.kraakodiak.org) and Alaska Job Service centers <https://alexsys.labor.state.ak.us> .

KRAA is a non-profit corporation with 12 to 25 employees (permanent and seasonal) and multiple projects at several work sites. This administrative position works directly with the Executive Assistant and Executive Director within the KRAA main office.

#### **DUTIES and RESPONSIBILITIES:**

This position is responsible for performing a variety of clerical functions including, but not limited to, answering phones, data entry, verifying/reconciling invoices and statements, maintaining purchase order logs, preparing checks, filing, and electronic archiving. Other duties are as assigned, and may include bulk mailings, board meeting preparations and typing/transcription.

#### **QUALIFICATIONS:**

Previous office experience is required, with knowledge of basic office procedures and computer skills including use of Microsoft Word, Excel, and Intuit Quick Books for Non-profits, or similar programs. Accounting or General Business degree/education preferred. Accounts payable processing experience preferred. Experience may be substituted for education, as determined on a case-by-case basis. Must have a positive attitude and the ability to multi-task and work cooperatively in busy office environment.

**WAGE/BENEFITS:** This position is currently planned as a part time position, up to 25 to 30 hours per week. Flexible scheduling and/or additional hours may be available.

Hourly wage is DOE, ranging from \$13.45 to \$16.00/hour, with increases after probationary period and annually with good performance evaluations. Excellent benefit package includes personal time off (PTO) leave accrual, paid holidays, medical-dental-vision-prescription insurance, and a 401(k) retirement plan with a generous employer contribution.

**APPLICATIONS ACCEPTED through Friday FEBRUARY 17, 2012.**

Please send resume and cover letter, plus three references to:

**Kevin Brennan, KRAA Executive Director  
and Tammy Hulsey, KRAA Executive Assistant  
104 Center Ave, Suite 205  
Kodiak, AK 99615  
(907) 486-6555  
[kraa@gci.net](mailto:kraa@gci.net) and [kraa.trh@gci.net](mailto:kraa.trh@gci.net)**