

Alaska Electrical Trust Funds
701 E. Tudor Road Suite 200
Anchorage, AK 99503
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Revised on 06/10/24

JOB DESCRIPTION

ACCOUNTANT

The Accountant will be responsible for preparing daily bank reconciliations, reviewing the month-end general ledger for the preparation of timely and accurate financial statements, preparing annual audit files, and providing information and support related to the financial activity for assigned Plans. In addition, the Accountant will assist with monthly accounting duties, monitor cash accounts, transfers, accounts payable, payroll, etc., as needed.

The responsibilities of the Accountant are as follows:

- (1) Prepare or review quarterly and year-end Federal and State tax forms as assigned.
- (2) Review online bank account activity daily and prepare ACH and transfers as needed.
- (3) Prepare journal entries for all Caremark related invoices, reimbursements, and rebates. Gather all the necessary support related to these activities.
- (4) Prepare monthly Pension wire transfers and tax deposits for benefits.
- (5) Assist in preparation of the Pension, Retirement Savings Plan, Health & Welfare, or Legal Plan Financial Highlights and other schedules for Board Meetings.
- (6) Assist in preparation of Non-discrimination testing Pension and Retirement Savings Plan mailings, employer's disclosures and gather, review, and submit the collected forms to the appropriate entity.
- (7) Prepare or review monthly general ledger entries and financial statements for Trustees and consultants.
- (8) Prepare Legal Status Report.
- (9) Research, review and process completed employer's audit
- (10) Review the monthly variance report and write correcting employer contribution reports to correct the variance.
- (11) Assist with the annual preparation of the Form 990 and Form 5500.
- (12) Assist with preparation of annual financial statements.
- (13) Assist with preparation of monthly, quarterly or annual reports including, but not

limited to H&W Cash Flow, Goods Pool (Massachusetts), PCORI, PBGC, AVAP, Annual Funding, Summary Annual Report, Employers Disclosure, Par-Deduct, Salary Allocation, etc.

- (14) Compiles and prepares year-end audit information, ensuring external auditors have the necessary information to conduct the annual audit

-Provides assistance to auditors by preparing required schedules, work papers, audit confirmations, and supporting documentation for the audit file.

-Organizes and maintains yearly audit and permanent file for assigned Plan.

-Answers questions and gathers information as requested by auditors conducting the audit.

- (15) Other duties as assigned.

A 4-year degree in accounting or equivalent qualifications/experience. Experience with Great Plains and knowledge of complex investments would be helpful. Benefits include employer paid family health coverage, legal plan benefits, defined contribution pension plan, and defined benefit pension plan. Flexible work schedule is offered with minimal to no travel.