

ASEA In Action



ASEA Anchorage - Job Vacancy: Accounting Tech

POSTING DATE: June 3, 2016 - CLOSING DATE: July 12, 2016

NOTICE OF POSITION VACANCY

ACCOUNTING TECHNICIAN (part-time - 20 hours / week)

LOCATION: Anchorage, Alaska

SALARY: \$27,065.51 DOE

BENEFITS: Health Insurance, Personal Leave & Retirement

DUTIES: Under general direction of the Accountant and Executive Director, performs technical and specialized examination, verification, maintenance, reconciliation and reporting of accounts and accounting data. Includes accounts payable, payroll, payroll taxes, examination of travel expenses and other duties as assigned. Position performs technical audit functions, installs revised accounting procedures or performs similar paraprofessional accounting work.

REQUIREMENTS: The responsibilities of the position include but are not limited to the following:

- Accounts Payable •Payroll/Payroll Taxes as needed
- Assists with Travel Arrangements •Researches accounts, reports and source documents •Completes special projects requiring research and compilation of data and information
- Assists with audit preparation •Coordinates and/or processes personnel/payroll activities as needed
- Prepares correspondence to outside parties •Provides support and backup for other office positions as needed
- Responsible for accounting department filing

EMPLOYMENT STANDARDS: Requires working knowledge of budgeting, accounting and reporting principles and practices; ability to analyze accounts, interpret the financial data and make necessary corrections; ability to prepare accurate, complete and concise financial reports; ability to prepare budget forecasts; ability to comprehend written material; interpret and apply rules and instructions; ability to communicate effectively with others, verbally and in writing. Knowledge of automated accounting system, ten-key adding machine, basic accounting tools, computer terminal data entry and standard operating equipment. Three (3) to five (5) years of experience in accounts payable and payroll. Will consider substitution of college level classes for up to two years of experience.

ASEA/AFSCME Local 52 is an 8,800 member Union representing professional, technical, administrative support and essential employees in the State of Alaska and Municipal employees in the City of Sitka and Fairbanks North Star Borough. All Local 52 employees are represented by Laborer's Local 341. We are an Equal Opportunity Employer.

Interested applicants mail or fax resume to attention of:

Jim Duncan, Executive Director

ASEA/AFSCME Local 52 Headquarters/ 2601 Denali Street,
Anchorage, AK 99503

Email: jimd@afscmelocal52.org Fax: (907) 277-5206

DEADLINE FOR RECEIPT OF APPLICATIONS:

NO LATER THAN 5:00 p.m., Tuesday, July 12, 2016

Important Dates

July 18 - 22, 2016 42nd AFSCME International Convention in Las Vegas

Sept. 5, 2016 Labor Day Parade in Fairbanks

Sept. 7 - 8, 2016 State Executive Board Meeting in Fairbanks

Juneau Chapter Annual Picnic

Juneau Chapter members and their families are invited to the

Annual Chapter Picnic

Twin Lakes

Sunday, July 10th

11:00 a.m - 3:30 p.m

- Burgers •Hot Dogs •Salads •Chips
- Watermelon •Sodas •Cake •Games
- Prizes for Kids & Adults
- Come Out & Enjoy FOOD, FUN & GAMES

For any questions please contact Robin Park at 465-4731 or Kari Doran at 465-5913.



Midnight Sun Chapter Looking For Santa's Helpers

Santa's Helpers is looking for Volunteers!

Fred Meyers will be hosting a fundraiser for Santa's Helpers on

- Friday, July 8th from 5 p.m. - 8 p.m.
- Saturday, July 9th from 11 a.m. - 5 p.m.
- Friday, July 15th from 5 p.m. - 8 p.m.
- Saturday, July 16th from 11 a.m. - 5 p.m.

Santa's Helpers is looking for volunteers to represent imaginary characters to pose for pictures with children and families who give a cash or gift donation. The funds will be used to purchase gifts for the annual Christmas box drive.

They are looking for people to represent:

- Father Time •Sandman •Jack Frost
- Easter Bunny •Tooth Fairy

For more information or to volunteer, text or call Bill Hunt at 978-5995 and leave a voice mail or email him at wihunt57@yahoo.com

Midnight Sun Chapter Annual Picnic!

Midnight Sun/ASEA Chapter members and their families are invited to the Annual Chapter Picnic

There will be •Games •Food

•Drinks •Prizes •Fun

Wednesday, July 20th

3:00 p.m. - 7:30 p.m.

Pioneer Park Wilderness Pavilion

VOLUNTEERS NEEDED!

- Set-Up •Break-Down •Cook •Help with Games
- Call Andrea Quintyne at 451-2852 or Stephanie Maltez at 451-3198.

