



NORTON SOUND HEALTH CORPORATION

PO Box 966
Nome, Alaska 99762
(907)443-3311
Fax: (907)443-2085

Job Vacancy Notice

Staff Accountant (GL), Accounting

PURPOSE OF POSITION: This position, under moderate direction, oversees all GL functions, prepares monthly journal entries, reconciles investment accounts on a monthly basis and maintains investment records. Reviews and closes the GL monthly. Prepares monthly internal financial statements. Provides assistance in the preparation of the annual operating budget. Prepares all payroll related tax reports. Assists the Director of Accounting with other related duties.

EDUCATION AND EXPERIENCE: An associates degree in a related field; **AND** (2) years of professional level accounting experience; **OR** an equivalent combination of education and experience. Two years of demonstrated experience in accounting is required. Experience in preparing financial statements is preferred. Registration/Certification: None required.

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:
Rhonda Schneider, Professional Recruiter
rmschneider@nshcorp.org
(907)443-4525
907-443-2085 fax
www.nortonsoundhealth.org

NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.