



## POSITION AVAILABLE

October 3, 2022

POSITION TITLE: Borough Accounting Clerk

CLASSIFICATION: Regular, non-exempt, full-time hourly position located in the King Cove office.

DUTIES AND RESPONSIBILITIES: Serves as the Borough's Accounting Clerk and performs the daily accounting functions for the Borough.

MINIMUM QUALIFICATIONS: Knowledge and level of competency equal to an associate degree in accounting, business administration or a related field. In lieu of the above, a combination of education and experience sufficient to demonstrate a competency in duties of the position. This will be interpreted as a minimum of three years of education and experience. The individual will have to have the ability to be bonded.

SALARY: Depends on qualifications and experience plus benefits.

APPLICATIONS: The job description and application are available at <https://www.aleutianseast.org/aleutians-east-borough-seeking-an-accounting-clerk/>. Interested candidates should complete an Aleutians East Borough Application for Employment and submit a cover letter and resume to:

Borough Accounting Clerk Search  
Aleutians East Borough  
3380 C Street, Suite 205  
Anchorage, AK 99503

Application packets may be hand-carried or mailed to above address, faxed to (907) 276-7569, or emailed to [abailey@aeboro.org](mailto:abailey@aeboro.org).

For questions, call (907) 274-7555.

CLOSING DATE: Wednesday, October 19, 2022, or until the position is filled.

**Note: Incomplete application packets will be summarily rejected.**

The Aleutians East Borough is an equal opportunity employer. All application materials submitted will become public information. In order to complete the application process, applicants will be required to provide written authorization (including identifying information such as social security number and date of birth) to enable the Borough to do a full background check, including but not limited to criminal history and credit history.