



Job Title:	Bookkeeping/Admin Assistant	Job Category:	Bookkeeping/Administrative
Location:	Wasilla, AK	Transportation:	Reliable transportation required
Level/Salary Range:	\$20.00-25.00 DOE	Position Type:	Part Time with opportunity to work up to Full Time
Experience:	Bookkeeping and admin prior experience required	HR Contact:	Sandy Holladay

Job Applications

<p>Email ghakmng@gmail.com to send your resume and request a Job Application.</p> <p>Subject Line: Bookkeeper/Admin Position</p>	<p>MAIL or IN-PERSON SUBMISSIONS:</p> <p>ATTN: Sandy Holladay GH Alaska LLC 201 E. Swanson Ave, Ste 1 Wasilla, AK 99654</p>
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Job Description

GH Alaska LLC is Alaska's Epoxy Flooring Specialists. We've built a solid reputation for top-quality installations throughout Alaska for over 30 years. Alaskan-owned and operated, our team installs custom epoxy flooring for commercial, military and residential locations.

We are seeking a detail-oriented individual with 1+ years of experience in bookkeeping and admin. Hours are part-time Monday-Friday, with some flexibility.

GH Alaska LLC is a family and veteran friendly company, and an equal opportunity employer. We strive to create a supportive team of individuals committed to helping each other and our company thrive. All qualified applicants will receive consideration for employment without regard to any characteristic protected by law.

A 90-day assessment period will be implemented for new employees to evaluate their performance and to assess their suitability for the position.

ROLE AND RESPONSIBILITIES

- Perform all necessary bookkeeping tasks for GH Alaska, LLC and its affiliate company, Alaska Resin Supply Co., LLC this includes, but is not limited to:
 - Handle invoices, payments, transfers, receipts, and reimbursements
 - Work with invoicing software
 - Contact vendors to correct invoices or billing as needed
 - Contact customers regarding outstanding payments
 - Upload weekly payroll totals to GH Alaska's accountant/bookkeepers
 - Process finalized paychecks for distribution
 - Update the owner regarding status of accounts
 - Weekly AP Report to owner
 - Estimating monthly credit card processing fees
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- Complete projects in a timely manner according to the due dates of each task
- Maintain accurate personal timesheet
- Interact with clients in the office in a friendly and polite manner as needed
- Assist with processing retail sales
- Share in light office cleaning tasks



QUALIFICATIONS

- Applicants must be authorized to work in the United States and able to provide required documentation before beginning work.
- Valid Driver's License

Education:

- High School Diploma or Equivalent
- Basic bookkeeping training

Experience:

- 1+ years of bookkeeping experience required
- Prior construction or subcontractor company administrative experience is a plus

Skills:

- Solid experience with Excel, Word, and Outlook on a Windows PC – using keyboard shortcuts is a plus
- Comfortable with more complex intermediate functions, such as using formulas in Excel and formatting documents in Word
- Able to touch type 40-55 words per minute accurately
- Strong written and verbal communication in English; conveying concise messages with precision and clarity to avoid misunderstandings
- Able to follow owner and office manager directions
- Able to focus and multi-task in a fast-paced, open office environment
- Able to work independently, or as a team member, while maintaining focus and productivity
- Must be punctual and have organizational abilities
- Able to prioritize tasks and meet deadlines
- Attention to detail
- Ability to maintain highly confidential information
- Work with integrity in all interactions
- Ability to learn and be teachable
- Work harmoniously with other employees and develop/maintain good employee relations
- A minimum of one year of experience in customer service and/or office support field