

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE
POSITION OPENING
SALES TAX ACCOUNTANT



The Haines Borough is accepting applications for a regular, full-time employee in the accounting department. This position is the principle staff person responsible for collecting sales taxes, issuing business licenses, and monitoring compliance with Borough business licensing and sales tax code. Additionally, as an accounting department team member the incumbent will provide customer service and perform a wide variety of accounting duties including, but not limited to, accounts payable and accounts receivable. The position is scheduled for 40 hours per week and reports directly to the Chief Fiscal Officer.

Minimum REQUIRED Qualifications: High school education or equivalent and a minimum of four years prior accounting experience, or an associate's degree in accounting with two years of experience. A full job description can be found at the Borough website.

Wage: Starting wage is \$17.00-18.00 (D.O.E.) per hour. Excellent union benefits include medical insurance, holiday pay, paid leave, and PERS retirement benefits. Union membership is required.

Application Deadline: 5:00pm, Friday, November 1, 2013, or thereafter until filled.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesalaska.gov or by contacting:

Julie Cozzi, MMC, Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Ave.
907-766-2231, ext. 31
Fax: 907-766-2716
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