

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE
POSITION OPENING
MUSEUM ACCOUNTING CLERK



The Haines Borough is accepting applications for a regular, part-time Accounting Clerk I/II (bookkeeper) for the Sheldon Museum and Cultural Center. This position maintains the financial records of the Museum. The bookkeeper will be responsible for performing accounting tasks, assisting with budgets and grants, keeping track of membership dues and completing monthly financial reports. The position is scheduled for 10-14 hours per week and reports directly to the Museum Director.

Note: The borough is simultaneously seeking proposals from qualified individuals or businesses to provide bookkeeping support services to the museum on a contractual basis. The borough will select the most appropriate solution to fulfill its bookkeeping requirements. If you are interested in a contract, please contact us.

Minimum REQUIRED Qualifications: High school education or equivalent; experience with bookkeeping and Quickbooks, ability to work a flexible schedule; ability to lift and move objects up to and sometimes over 50 lbs; good physical health including the ability to walk up and down stairs.

Wage: Starting wage is between \$15.00- \$17.70 per hour, depending on experience, with SBS in lieu of Social Security. Union membership is optional.

Application Deadline: Open 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 or Alekka Fullerton, Deputy Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 S. Third Ave.
907-766-2231, ext. 31 or 36 Fax: 907-766-2716
jcozzi@haines.ak.us or afullerton@haines.ak.us