



SALT is seeking a committed team member to join the SALTines as an Assistant Bookkeeper + Office Assistant. This position will require the ability to multi-task in a fast-paced, deadline-oriented environment. The ideal candidate is organized and detail oriented, with a keen sense of initiative on projects & tasks.

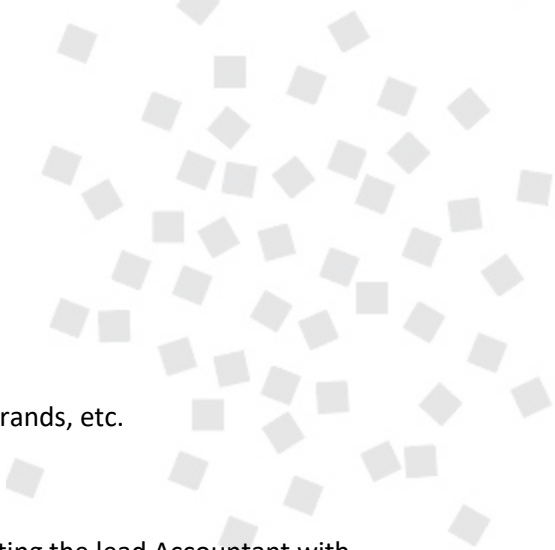
SALT is a Native-owned, woman-owned small business in Alaska with over 40 years of experience. We offer comprehensive strategic engagement services, workshops, and design services including: corporate, retail, healthcare, government, civic, education, hospitality, residential, FF&E, BOMA and building file management, environmental graphics, master planning, program facilitation, stakeholder engagement, and strategic planning.

SALT Vision & Mission: SALT is a catalyst for transformation. Through strategic engagement and visionary design, we create environments for generations to thrive.

SALT Values: Client Centric, Excellence, & Fun

Minimum Qualifications: the requirements listed below are representative of the knowledge, skills, and attributes required for this role:

- Knowledge Required
 - Associate or Bachelor's degree preferred + at least one year experience as a bookkeeper
 - Or 3 or more years' experience as a bookkeeper in a professional office/workplace environment in lieu of degree
- Technical Skills Required
 - Knowledgeable in Accounts Payable, Accounts Receivable, and Bank Reconciliation
 - Experience with Deltek Vantagepoint accounting software is a plus (or a willingness to become a subject matter expert in this tool)
 - Microsoft office proficiency (Outlook, Teams, Excel, Word, + Powerpoint)
 - Proficient in Adobe Acrobat PDF
 - Competency in Zoom, and other virtual meeting platforms
- Attributes / Soft Skills Required
 - Collaborative, team player, and professional work ethic
 - Compliance with SALT's confidentiality agreement
 - Excellent interpersonal skills, combined with the ability to work with diverse groups of people + cultures
 - Clear + professional verbal and written communication skills
 - Strong organizational skills & attention to detail
 - Problem solving skills, self- motivator, and independent worker
 - Ability to effectively multi-task & handle multiple projects
 - Ability to perform tasks and responsibilities in a timely, consistent, and organized manner

- 
- Accountable, positive attitude, and dependable
 - Love of numbers and accounting information, and topics
 - Willingness to learn & grow
 - Willingness to work in the office and remotely
 - Willingness to travel when required
 - Applicants must have transportation for project meetings, errands, etc.

Job Summary:

SALT's Assistant Bookkeeper + Office Assistant: day to day tasks include assisting the lead Accountant with bookkeeping, and office administrative assistant work.

Assistant Bookkeeper duties include but are not limited to: posting transactions involving cash receipts, disbursements and/or accounts payable, assisting with monthly, quarterly, and annual audits, receiving payments from clients and making bank deposits, properly coding charges for posting costs, managing aging schedule for outstanding invoices, processing and sorting incoming mail, assisting in filing duties, developing and executing project process and procedures for accounting projects, and other duties as assigned.

Office Assistant duties include but are not limited to: managing and running the weekly staff meeting documents, managing office personnel milestones (i.e., birthdays, work anniversaries), office event planning, coordination between building management & SALT, coordination and management of office furniture & equipment, ordering & pick-up of supplies, meals and snacks for the office, travel planning & coordination for staff, office-related errands, and other duties assigned.

This job description is intended to describe the general nature and level of the work being performed and is not an exhaustive list of all duties and responsibilities.

Compensation: Competitive with market.

Benefits & Perks: As a SALTine, you'll enjoy a comprehensive benefits package including:

- Full medical insurance (including vision & dental)
- Life insurance
- 401K with employer match
- Paid time off
- Opportunities for career development through mentorship & professional development program
- Amazing office space & hybrid work environment
- Flexible work schedule
- Monetary stipends including:
 - Commuter or parking
 - Cell phone
 - Home internet

Location: Our office is based in Anchorage, Alaska with possible travel opportunities.

Background Check: candidate will be subject to a full background check

Contact: Send a cover letter, resume, and three business references to info@salt-ak.com

SALT is a federal contractor, and subject to the Federal Contractors Vaccine Mandate. Proof of current vaccination status is required.

SALT does not discriminate and provides equal opportunity for all employees and applicants without regard to race, religion, color, sex, gender, sexual orientation, national origin, citizenship status, age, marital status, pregnancy or parenthood, handicap or disabilities, genetics, veteran status, or any other legally protected characteristic. SALT adheres to all federal, state, and local laws regarding equal employment opportunity and will not discriminate against you in violation of these laws. SALT reserves the right to apply indigenous preference to qualified applicants in employment and advancement opportunities.