



## Internal / External Job Posting - REPOSTED

**Job Number:** 005511  
**Closing Date:** February 11, 2018 – Extended Closing Date

Resumes received in our office after the closing date will not be considered.

<b>Position Title:</b>	General Ledger Accountant
<b>Salary Band:</b>	K/L
<b>Range:</b>	DOE (Salary will be determined based on experience, qualifications and attributes.)
<b>Work Location &amp; Schedule:</b>	Anchorage This is a regular exempt level position that works an urban 40-hour week or compressed work week 9/80 schedule. Relocation benefits do not apply.
<b>Number of Positions:</b>	One (1) <b>If you have already submitted a resume for this position, you do not need to reapply.</b>
<b>Recruiting Contact:</b>	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
<b>Minimum Qualifications:</b>	Applicant must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in Business, Accounting, Finance or equivalent in a related field, related experience may be substituted for education and certifications</li> <li>▪ Two (2) years of related experience.</li> <li>▪ Strong technical knowledge in general accounting functions</li> <li>▪ Strong written and verbal communication skills</li> <li>▪ Experience in use of various IT applications to include Oracle Financial Systems, Business Objects reporting tool and MS Office software</li> </ul>
<b>Preferences:</b>	<ul style="list-style-type: none"> <li>▪ CMA, CPA or CPA/CMA candidate</li> <li>▪ Five (5) years of related experience in general accounting functions requiring advanced technical knowledge</li> <li>▪ Developed analysis and problem solving skills, an ability to manage multiple deadlines in a fast paced environment and a proficiency in the use of integrated financial systems.</li> <li>▪ Excellent software skills in Business Objects, MS Office (Word, PowerPoint, Excel) and Oracle Financials</li> <li>▪ Participation in external financial audits, assessment and implementation of internal accounting control requirements</li> <li>▪ Specialized knowledge in pension and post-retirement accounting</li> </ul>
<b>Accountabilities and Specific Requirements:</b>	<p><b>Under general direction of the General Ledger &amp; Benefits Manager, the General Ledger Accountant is accountable for the following:</b></p> <ul style="list-style-type: none"> <li>▪ Maintain financial statement integrity and compliance with GAAP and FERC requirements and internal accounting controls through keeping current with relevant regulations and pronouncements, providing formal accounting determinations, providing recommendations for changes or improvements to GL processes and policies, and implementing procedures that minimize business and financial risk.</li> <li>▪ Serve as a contact for the Company on GL accounting matters with external regulatory agencies, benefit plan auditors, benefit plan service providers, Human Resources Department, Business Planning Department and internal management.</li> <li>▪ Ensure integrity of GL records, reports, financial transactions and accounting estimates through review and verification of accuracy of all GL accounting transactions and deliverables to include financial reports, audit work papers, journal entries and accounting reconciliations</li> <li>▪ Analyze and interpret financial information and financial controls as necessary to provide assurance of compliance with professional and regulatory standards, support of budgeting and forecasting requirements, and provide solutions to various accounting and internal control issues.</li> <li>▪ Assist with the coordination of annual and year-end schedules and processes with service providers and Company departments in support of annual audits and benefit plan accounting and compliance requirements.</li> <li>▪ Measure, improve, and implement GL business and accounting processes as needed to ensure efficient, accurate and timely financial information.</li> <li>▪ Other duties as assigned to support the GL function.</li> </ul>



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<b>Knowledge Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Analysis &amp; Problem Solving</li> <li>▪ Financial Management</li> <li>▪ Interpersonal Communication</li> <li>▪ Planning</li> <li>▪ Information Management</li> <li>▪ Job Specific Computer Expertise</li> <li>▪ Regulations</li> </ul>
<b>Contributor Level</b>	Individual Contributor – Professional
<b>Pre-Employment Drug Screen Testing</b>	<ul style="list-style-type: none"> <li>▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any positive drug test makes you ineligible for APSC employment.</li> <li>▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).</li> </ul>
<b>Employment Verification using E-Verify</b>	<ul style="list-style-type: none"> <li>▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify.</li> <li>▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. <a href="http://www.dhs.gov/e-verify">http://www.dhs.gov/e-verify</a></li> </ul>
<b>TWIC</b>	<ul style="list-style-type: none"> <li>▪ This position may include working and/or travel to Alyeska’s Valdez Marine Terminal (VMT), a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. <a href="http://www.tsa.gov/what_we_do/layers/twic/index.shtm">http://www.tsa.gov/what_we_do/layers/twic/index.shtm</a></li> </ul>

**ALYESKA PIPELINE SERVICE COMPANY IS AN  
 EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY  
 Alyeska Pipeline is a drug-free and alcohol-free workplace  
 Apply on-line at [www.alyeska-pipe.com](http://www.alyeska-pipe.com)**