



Internal/External Job Posting

Job Number: 005634

Closing Date: May 19, 2019

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

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| Position Title: | Accounting Analyst |
| Salary Band: | G/H |
| Range: | DOE - (Salary will be determined based on experience, qualifications and attributes.) |
| Work Location & Schedule: | Anchorage This is a non-exempt Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule. Relocation benefits may apply. |
| Number of Positions: | One (1) |
| Recruiting Contact: | 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 |
| Minimum Qualifications: | <ul style="list-style-type: none"> ▪ Applicants must meet or exceed these minimum job requirements to apply for this position. ▪ High School Diploma ▪ Two (2) years of related experience in accounting ▪ General knowledge of integrated financial systems ▪ Proficient with business processes in the Microsoft suite, particularly Office, Word, and Excel ▪ Strong written and oral communication skills |
| Preferences: | <ul style="list-style-type: none"> ▪ Bachelor's degree in Business, Accounting, Finance, or other related discipline. ▪ Four (4) years in accounting, finance, or other related business field. ▪ Advanced user in Microsoft Office, particularly Excel. |
| Accountabilities and Specific Requirements: | <p>Under general direction of the Accounting Manager, this position is accountable for the following:</p> <ul style="list-style-type: none"> ▪ Reviews information in accounts payable source documents for completeness and determines processing requirements. ▪ Acquires any additional information needed for processing accounts payable source documents and prepares information for data input. ▪ Ensures that accounting transaction classifications meet Generally Accepted Accounting Principles and FERC guidelines related to area of accounts payable functions. ▪ Uses advanced, integrated financial software and spreadsheets to input complete and accurate accounts payable transactions and supporting information into the financial system. ▪ Maintains internal controls over accounts payable functions through working knowledge and understanding of procedures and accounts payable processes. ▪ Analyzes and resolves variances in financial information provided in account reconciliations and audit work papers. ▪ Provides customer support to internal and external customers to meet requests for information and problem resolution. ▪ Supports communication and teamwork within the Accounts Payable Team and the Accounting Department to ensure that accounting processes and systems meet financial information and reporting integrity objectives. ▪ Assists in identifying and managing the implementation of payables operational improvements to further streamline and improve the efficiencies of current processes while realizing increased productivity. |



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| | <ul style="list-style-type: none"> Ensures that all AP related tasks are maintained daily and adequately supports financial systems upgrades, implementation, accounting initiatives and coordination of special projects as well as maintaining various metrics and ensuring specific milestones are met. |
| Knowledge, Skills, and Abilities: | <ul style="list-style-type: none"> Analysis & Problem Solving Business Management Cash Flow and Econ Analysis Contract Management Internal and External Relations Information Management Process Improvement Interpersonal Communication Regulations |
| Contributor Level | Individual Contributor - Professional |
| TAPS Safety Culture | <p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p> |
| Pre-Employment Drug Screen Testing | <ul style="list-style-type: none"> 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 drug test makes you ineligible for APSC employment. 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). |
| Employment Verification using E-Verify | <ul style="list-style-type: none"> 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. 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. http://www.dhs.gov/e-verify |
| TWIC | <ul style="list-style-type: none"> The Alyeska Valdez Marine Terminal (VMT) is 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. http://www.tsa.gov |

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Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com