



**Job Title:** Controller + Benefits Coordinator  
**Department:** Operations + Accounting  
**Reports to:** Design Principal + Operations  
**Classification:** Full-time, Exempt  
**Start Date:** Open Immediately

**Job Summary:**

SALT is seeking a committed team member to join the SALTines as a Controller + Benefits Coordinator. This position is responsible for the oversight and operations of SALT's Accounting Department ensuring all accounting activities are in accordance with established GAAP and company policies and procedures. These duties include accounts payable, accounts receivable, bank statement reconciliation, financial statements, project accounting and invoicing, payroll, benefits coordination, reporting, taxes, and all other accounting-related duties as assigned. SALT utilizes project-based Accounting, and the ideal candidate will have exposure to this accounting methodology.

Candidates for this position must have the ability to manage personnel within their department, be able to multi-task in a fast-paced and deadline-oriented environment, be organized and detail oriented, prioritize collaboration with all team members, and have a keen sense of initiative on projects & tasks.

**Minimum Qualifications:**

- Bachelor's degree in Business, Accounting, or Finance preferred
- 7-10 years accounting experience
- 3-5 years experience with coordinating benefits
- 1-2 years of supervisory experience

**Required Technical Skills:**

- Performs and oversees accurate completion of all business accounting procedures (see "*essential functions*" below for additional details)
- Experience with Deltek Vantagepoint accounting software is a plus (or willingness to become an expert in this tool)
- Experience working with design/architecture firm preferred
- Microsoft Office Suite (Outlook, Teams, Excel, Word, + PowerPoint)
- Proficient in utilizing Adobe Acrobat
- Competency in Zoom, and other virtual meeting platforms

**Required Soft Skills:**

- Collaborative, team player with professional work ethic
- Ability to lead accounting department, including management of team
- 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, with attention to detail
- Problem-solving skills, self-motivator + independent worker
- Ability to effectively multi-task and handle multiple projects
- Ability to perform tasks and responsibilities in 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 primarily, with opportunities for remote work
- Willingness to travel when required

### **Essential Functions:**

- The Controller will oversee & manage all essential functions of SALT's Accounting department, including oversight of staff in executing accurate reporting and following identified accounting procedures.
  - *Accounts Payable*
    - Post monthly expenses and process payments
    - Create + post all monthly general journal entries
    - Enter all vendor invoices (including sub-consultants, contractors, general admin, etc.)
  - *Accounts Receivable*
    - Process monthly invoices
  - *Financial Statements*
    - Reconcile monthly bank statements
    - Ensure accuracy of company financial status and reported results
    - Present reporting / financial statements monthly to Owners + Project Managers
  - *Payroll*
    - Process payroll
    - Enter all payroll taxes / payables
  - *Benefits Coordination*
    - Point of contact for 401k representative
    - Point of contact for corporate insurance provider
    - Point of contact for life insurance provider
    - Manage renewal process for company insurance
    - Reconcile monthly medical, life, and short-term disability insurance
    - Inform SALTines of updates / enrollments / options available with benefits (401k + healthcare)
  - *Reporting*
    - Account analysis
    - Accounts payable
    - Accounts receivable
    - Employee leave accrual
    - Labor detail
    - Payment register
    - Income Statement
    - Profit/loss for projects
    - Profit/loss for company
    - Project profitability
    - SALT balance sheet
    - SALT net service revenue
    - Time analysis (direct + indirect)
    - Trial balance
    - Estimated cash-on-hand (year-end update)
  - *Taxes*
    - Prep quarterly tax filing (940, 941, ESC)
    - Process quarterly tax payments for Owners

- Prep year-end taxes, in collaboration with SALT's CPA Accounting firm
- Manage & file state property taxes for SALT
- Bi-annual corporate State filing
- Reconcile & process year end W2s
- Manage all IRS forms (1099 NEC, 1099 MISC, etc)
- **Project Work**
  - Oversight of project setup
  - Input all project related budgets into accounting software, following outlined phase structure from approved contracts
  - Analyze budget to actual variances and report to Project Manager
- **Miscellaneous**
  - State of Alaska Audit coordination, upon request from the State
  - Develop annual budget in collaboration with Design Principal + Operations
  - Coordinate with Design Principal + Operations on procedural/process improvement as deemed necessary
  - Yearend financial close

### **Benefits + Perks:**

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

- Full medical insurance (including dental + vision)
- Life insurance
- 401 K, with employer match
- Paid Time off
- Opportunities for career development through mentorship + professional development program
- Open + collaborative office, and opportunities for hybrid work environment
- Flexible work schedule
- Monetary stipends for: commuter or parking pass, cell phone, home internet

### **Office / Working Conditions**

- Workstation in open office setting, with access to private areas for meetings or for focused work
- Noise level is typically moderate
- Opportunity to work remote / hybrid

### **Equipment + Materials**

- Laptop with (2) additional monitors, keyboard, + mouse
- Access to accounting printer
- Extra monitor, mouse, and keyboard for home-office setup

### **Level of Authority**

- Accounting department Lead
- Management of Assistant Bookkeeper / Office Admin

### **Physical & Mental Requirements:**

- Frequent sitting, standing and occasional walking
- Able to lift up to 15 pounds at times
- Frequently requires continuous hand and finger movement, ie. typing
- Frequently requires visual acuity at 20 inches or less
- Frequently requires hearing acuity for speech discrimination

### **Location:**

SALT's office, and this position are based in Anchorage, Alaska.

**Background Check:**

Candidate will be subject to a full background check

**Contact:**

Send a cover letter, resume, and three professional references to: [info@salt-ak.com](mailto:info@salt-ak.com)

*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.*