



Barrow Utilities and Electric Cooperative, Inc.

PO Box 449
Barrow, Alaska 99723
Phone 907-852-6166

JOB DESCRIPTION

Job Title:	Administrative & Accounting Specialist	Supervises:	Non-supervisory
Division:	Administration	DOT Safety Sensitive:	No
Reports to:	Controller	FLSA Status:	Non-exempt, hourly
Union status:	Non-Union	Date:	December 19, 2025
Status:	Full-Time, Permanent	Work Schedule	Monday – Friday 8am – 5pm
Pay Grade	5	Salary	\$37.06/hour DOE

Summary: The Administrative and Accounting Specialist is responsible for accounting work in accordance with Generally Accepted Accounting Principles (GAAP) and provides administrative and clerical support services to the department.

Essential Duties and Responsibilities:

The duties include but are not limited to the following:

- Provide general accounting and administrative assistance to the Accounting Department including data entry, records retrieval, inventory counts, special projects, and research.
- Compile support for monthly invoicing of BUS Division O&M and CIP to the NSB including copies of AP invoices, payroll records, and vehicle timesheets.
- Under close supervision, manage paper and electronic files for the Accounting Department in accordance with record retention policy including scanning and filing records, and archiving.
- Support and assist with all corporate events and training activities.
- Credit Card Payment - Collect all the backups, enter them in iVue, post, and process the payment
- Maintain the Equipment and vehicle hours spreadsheet
- Maintain the Cash flow, Daily deposits spreadsheets, and Deposit Management in iVue/Bank reconciliation
- Provide wire and ACH deposit records from the Wells Fargo website to Billing for proper application to customer accounts.
- Prepare invoices from work orders and compile Invoice packets with backups.
- The person in this role is backup to the Accounts Payable Accountant and Executive Assistant positions.

Purchasing Card Support

- Maintain audit documentation of authorization for each such change.
- Request, receive, and process backup from card holders timely; upload purchases from purchasing system into AP database.

Work Order Support

- Assemble backup for work order AR/invoices and do pre-closing review of all work orders.

- Prepare work order invoices, subledgers, and related backup.

Knowledge, Skills and Abilities:

- Knowledge of federal, state, and local employment laws, regulations, and compliance requirements related to accounts payable.
- Strong understanding of GAAP, along with regulations and compliance requirements.
- Strong analytical skills with the capability to interpret complex data and generate accurate reports.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Excellent organizational skills with meticulous attention to detail, ensuring precision.
- Effective communication skills for interacting with employees, management, and external vendors.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Capability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Competence to troubleshoot and resolve issues efficiently.
- Adaptability to changing regulations and processes with strong problem-solving skills.
- Skill in analyzing processes for efficiency and making recommendations for improvement.
- Skill in assessing and prioritizing multiple tasks, projects and demands, and delegating tasks and authority.
- Skill in establishing and maintaining working relations with coworkers, other Cooperative employees and representatives, and the public.

Education, Experience, Certifications, and License Required:

- High school diploma or GED
- Two years of work experience in accounting.
- Valid Alaska driver's license with a satisfactory driving record.
- Must pass pre-employment drug screen and will be subject to random drug testing per DOT requirements.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting, bending, and kneeling.
- Prolonged periods of sitting at a desk working at a computer.
- Ability to lift up to 40lbs regularly.

Work Environment:

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from low to moderate.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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