Internship, Temporary or Part-Time Accounting Assistant

*May lead to part-time or full-time employment

Nushagak is seeking a motivated Accounting Assistant Intern to support our Accounting Department with a variety of clerical and entry-level accounting duties. This is a great opportunity to gain hands-on accounting experience.

Primary Responsibilities:

- Assist with general clerical tasks within the accounting department
- Perform data entry, keying, and scanning of documents
- Support basic accounting tasks and administrative functions
- Help maintain organized and accurate financial records

Ideal Candidate:

- A high school student or individual looking to gain on-the-job experience while exploring a career in accounting
- Detail-oriented, dependable, and willing to learn
- Basic computer skills required; prior accounting experience is not necessary

Schedule:

- Flexible scheduling *may be* available
- Regular business week: **Monday – Friday, 8:00 a.m. – 5:00 p.m.**

Minimum qualifications include knowledge in Microsoft Excel & Adobe, strong attention to detail and organizational skills, ability to handle confidential information with integrity, and excellent communication and time management skills.

Salary range is $25.71 - $32.67/hr. DOE.

If interested, please submit an application and resume to the address below. **Position is open until filled.**

Angela Lopez
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P.O. Box 350
Dillingham, AK 99576
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Fax: 907-842-2799
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