

TONGLEN LAKE

LODGE

We are looking for a talented bookkeeper to join our team!

Who we are: Tonglen Lake Lodge is a small, upscale lodge located just minutes away from Denali National Park. We are a seasonally run operation (mid-May through mid-September) with an onsite cafe and guest accommodations that include 11 private cabins and 5 guest rooms. Our Artisan Café and beautiful grounds are open to the public each morning and draw local artisans, community members, and performers for special events. Our team includes 10-12 seasonal staff and a small year-round team. Tonglen is a unique and beautiful place to spend the summer.

Duties include:

- Prepare and analyze financial records for our company.
- Examine accounting records, financial statements, taxes, and other financial reports.
- Process payroll every two weeks.
- Billing and Accounts Receivable.
- Record sales and inventory.
- Develop reports for business operations and budgets.
- Perform audits and ensure adherence to standard requirements.
- Create new processes to improve financial efficiency.
- Report analysis and findings to the management team.

Requirements:

- Previous experience in accounting or other related fields.
- Fundamental knowledge of GAAP.
- POS system knowledge and experience.
- Experience with Quickbooks accounting program and reporting tools.
- Detail and deadline-oriented.
- Strong analytical and problem solving skills.

Part-time position available

If you are interested in joining our team in remote Alaska for a seasonal summer position, please apply! Email your resume to lodge@tonglenlake.com.