



GeoTek Alaska, Inc.

Bookkeeper

GeoTek Alaska, Inc is looking for an intelligent, dependable, trustworthy, self-starter who is diverse and willing to learn and develop with a fast-paced, growing company. GeoTek Alaska is a drilling contractor. We are looking for a long-term employment relationship for this position. This team works intricately with both field staff and management.

Job Type: Full-time or part-time

Pay: DOE depends on experience, which is \$18-20/hour to start.

Schedule:

- Day shift
- Monday to Friday
- Weekend availability for on call rotation for field support

Main Responsibilities include, but not limited to:

- Accounts Payable
- Payroll

Knowledge, Skills and Abilities:

- Very detail oriented with the ability to prioritize and follow up with task completion consistently.
- Proficient in Microsoft Windows and Microsoft Excel, Word, and Outlook
- Knowledge in using Accounting Software
- Ability to accurately operate a 10-key by touch
- Strong communication and interpersonal skills, both written and verbal
- Dependable in meeting filing deadlines
- Ability to work independently with minimal supervision
- Time management and organization skills required
- Ability to work discretely with confidential information
- Effectively work under pressure and adapt to changing requirements.
- Resourceful with the ability to problem solve.
- Must be able to lift at least 40 lbs.
- Must hold a valid Alaska Driver's License and insurable driving record.
- Must pass background check.

Additional Job Requirements:

- General administrative office duties and projects as assigned.
- Provides information and assistance to staff, clients and vendors.
- Maintains a professional office and common areas (includes cleaning)
- Receives incoming calls and route to appropriate departments.
- Filing upkeep and organization (digitally and hard copies)

Education:

- Bachelor's (Preferred)

Experience:

- Bookkeeping: 3+ years of similar work experience (Preferred)