

Grants and Finance Assistant

The Alaska Industrial Development and Export Authority (AIDEA) and the Alaska Energy Authority (AEA), public corporations of the State of Alaska, are recruiting for a Grants and Finance Assistant (PCN 08-0233). This position is responsible for assisting in the preparation and administration of incoming awards and sub-recipient grants, as well as assisting the accounts payable staff and the Assistant Controller.

This position requires an Associate's degree and minimum of three years' administrative support experience and one-year experience in accounting or working with complex budgets. Related experience may be substituted for the educational requirements.

This is a fulltime position, range 14/15, and is located in Anchorage.

For a complete position description and employment application visit AIDEA's website at www.aidea.org. Send application and/or resume to Human Resources, AIDEA, 813 W. Northern Lights Blvd., Anchorage, AK 99503, by email to hr@aidea.org, or by fax to (907) 771-3946.

Position will remain open until filled.

The state of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY).