

Business Directory



Electrical Specialists
HAYDEN
ELECTRIC MOTORS, INC.
 Sales and Service Representatives
 AUTHORIZED
 SALES & SERVICE 4109 Old Seward Hwy. 278-1517
 ANCHORAGE
 Alex 26-341

The Tundra Times
 is a
Great Gift

Martin Victor Furs
 Buying Native Alaskan
 Handmade Furs

221 W. 4th Ave.
 Anchorage, Alaska 99501
 Tel. 278-1200
 Telex 278-1200
 Fax 278-1200

HELP WANTED

POSITION TITLE: Journalism
EDUCATION: District office - Nenana

DUTIES:
 The person filling this position will work at the district office with group of students from village sites for two to four week periods in the following areas:

1. Preparation of district publication and newspaper.
2. Journalism.
3. Preparation of photographs and printing plates for district printshop.
4. Principals of photography including use of camera, enlarger and developing techniques.

QUALIFICATIONS:
 Type A Alaska Teacher Certificate with endorsement in Journalism or Bachelors Degree in Journalism with related work experience in Journalism and Photography.
 Closing Date: Until Filled

Contract: 200 to 220 Days per year
 Salary: Placement on Teachers Salary Schedule according to Degree and work experience. Minimum Salary \$21,877

Starting Date: August 1981
 Application: Send letter of application to:
 Fred L. Lau
 Assistant Superintendent
 Box 367
 Nenana, Alaska 99760

Publish: 4/15/81
EDUCATIONAL COORDINATOR,
 Rural Education Learning Center,
 Gailena, Alaska. Open Date: July 1, 1981.

This position is responsible for the regional operations of a statewide field-centered University program. This includes program development, administration, and evaluation in concert with local staff and community Policy Advisory Council, and with the statewide Rural Education program. The Educational Coordinator works with the students to clarify

DONALSON COMPANY
PO Box 845
Anchorage,
Alaska
Phone 279-3025

educational goals, design individualized degree programs and learning contracts, and identify resources and learning activities within the guidelines of University of Alaska requirements. The incumbent assesses student progress toward college degree, tutors students within the region, and advises students in other regions when own area is pertinent to student's needs. Qualifications: Advanced training and experience in Postsecondary Administration and/or Adult Education or closely related fields with broad academic interest beyond degree preparation. Demonstrated leadership and administrative experience in fiscal management, education program development (which includes course development and teaching); and working effectively with advisory councils. Demonstrated ability to respond sensitively in a cross-cultural setting. Experience with innovative educational approaches, e.g., distance delivery, and ability to live and work in a cross-cultural, rural Alaska environment. Salary \$11,750 Bi-Weekly. Submit letter of application, comprehensive resume and 3 letters of reference from persons with specific knowledge of applicant's abilities to perform job responsibilities to: Personnel Director, Community Colleges, Rural Education & Extension, 2221 E. N. R. L. Lights Blvd., Box 220, Anchorage, Alaska 99504. Closing Date: April 30, 1981. Recruitment may be reopened. The University of Alaska is an Affirmative Action, Equal Opportunity Employer. Your application may be subject to public disclosure.

Publish: 4/15, 4/22/81
 Association of Village Council Presidents
 P.O. Box 219 Bethel, Alaska 99559
 Phone 543-3521

POSITION DESCRIPTION
POSITION: Comptroller
DEPARTMENT: Accounting Department
SUPERVISOR: Vice President of Finance

DUTIES AND RESPONSIBILITIES:
 1) Give assistance in directing and

Yukon Office
Supply, Inc.
 Sales - Service - Rentals
 511 Gateway Rd., Fairbanks
 Phone 452-1148

HOUSE OF FABRICS
 COMPLETE LINE OF FABRICS
 Corduroy, Velvet,
 Velveteen, Fake Fur,
 Ruffs, Jet-Set-Lite,
 Parka Trims,
 and Parka Patterns
 "Mail Orders Promptly Mailed"
 456-5239
 250 Third Street, No. 910
 Fairbanks, Alaska 99701

24 hour Parts & Service
 Phone 276-3662
P&S
PLUMBING
HEATING
 2910 Elde Street
 Anchorage, Alaska 99503

Harold's Air Service, Inc.
 Helicopter &
 Fixed Wing
 GALENA,
 ALASKA
 656-1251

Fairbanks Lumber Supply
 "Where One Call Supplies it All!"
 Box 626 - 272 Illinois St.
 Fairbanks, Alaska
 452-2183

ting records for all paid invoices and documents. Responsible for maintaining efficient filing system for outstanding Accounts Payables and Accounts Receivables. Responsible to help records transaction to the cash receipts and disbursement journals and posting to the general ledger. Also, be responsible for all contracted grants files for all the programs. The position also requires other accounting duties assigned by the supervisor.

QUALIFICATIONS: High School graduate with post graduate training in office management, record maintenance, shorthand, and typing. Must have two years of accounting experience. Must have knowledge of double-entry accounting system.

SALARY: Depends on Education and Experience. (\$1,900.00 start off)

Publish: 4/15, 4/22/81

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POSITION DESCRIPTION
POSITION: Computer Specialist
DEPARTMENT: Accounting
SUPERVISOR: Vice President of Finance and Comptroller

POSITION SUMMARY: Responsible for the validity and security of all computer operations for AVCP, Inc.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Responsible for the monitoring of all computer operations; notifying the vendor of any hardware problems and needs for software modifications. Provide all changes to payroll/personnel master files. Process the semimonthly payroll cycle; inputting all time sheets and printing all reports and checks. Process the weekly payment of accounts payable to vendors. Also process all reports required on a monthly, quarterly, and yearly basis. Distribute all computer run

reports. Insure the security, accuracy, and validity of all input into the computer. Perform everyday maintenance of the printer such as paper changes and ribbon changes. Also do other duties assigned by the supervisor.

QUALIFICATIONS: Two years of general experience and two years of specialized experience. General experience is general office clerical work. Specialized experience is experience in the preparation, computation, and maintenance of payroll or accounting records and reports. One year of the specialized experience must be "hands on" computer experience. Business school or college can be substituted for general experience on a 30 credit hour per year basis.

SALARY: Depends on education and experience.

Publish: 4/15, 4/22/81

Association of Village Council Presidents
 P.O. Box 219
 Bethel, Alaska 99559
 Phone 543-3521

POSITION DESCRIPTION
POSITION TITLE: Assistant Accountant
DEPARTMENT: Accounting Department
SUPERVISOR: Vice President of Finance and Comptroller

DUTIES AND RESPONSIBILITIES: Responsible for recording transactions to the cash receipts and disbursement journals and posting to the general ledger. Responsible for monthly financial reports for the management and all department and programs. Also, must be able to do payroll computations on federal deposits in each pay period, do state and federal quarterly reports and payments. And make monthly payments for all the fringe benefits for the employees and employer. Also, help keep files of all required personnel information of all employees. Do other