



## **Loan Servicing/Accounting Technician (PCN 080210) – Range 14** **This position is open to Alaska Residents Only**

Do you want a career that makes a difference in the lives of those around you? Are you interested in joining a team of professionals who are passionate about providing loans to Alaskans wanting to start their own business? Then consider applying for our Loan Servicing/Accounting Technician position with the Alaska Industrial Development and Export Authority (AIDEA).

Our Loan Servicing/Accounting Technician position is responsible for performing a broad range of technical, loan servicing duties. This includes but is not limited to: processing payments, keeping data updated and accurate in the loan servicing system, and preparing loan files, creating all billing statements for the loan program, and working with borrowers/clients to repair any errors in payments and fees.

### **We are looking for someone who has:**

- A high school diploma or the equivalent  
AND  
two (2) years' accounting or loan servicing experience.
- Accounting or math related college courses may be substituted for work experience on a year-by-year basis.
- Excellent written and verbal communication skills.
- Mathematical aptitude and attention to detail are musts.

### **Our organization, mission, and culture:**

AIDEA's mission is to provide various means of financing to promote economic growth and diversity. AIDEA does this by acting as a funding resource for Alaskans, in partnership with other financial institutions, economic development groups, and guarantee agencies.

AIDEA is a public corporation of the State of Alaska, and was created in part to promote the health, security, and general welfare of all the people of the state; and to increase job opportunities and to encourage the economic growth of the state, including the development of its natural resources.

### **Some of the benefits working for AIDEA:**

- **Paid Leave & Other Benefits:** Personal leave with an accrual rate increase based on time served and twelve (12) paid holidays a year.
- **Health Insurance:** Health insurance through AlaskaCare, which includes employer contributions toward medical/vision/dental/prescriptions benefits.
- **Optional Insurance Benefits:** Some options available: additional life insurance, Critical Illness, Short- and Long-Term Disability, AD&D, pet insurance, and more.
- **Retirement Benefits:** Employer contribution into a defined benefit or defined contribution program (new employees) or continued membership in the Public Employees Retirement System (PERS).
- Optional participation in a Deferred Compensation plan.
- Hybrid work arrangements and a flexible schedule may be available.

### **Starting salary (depending on experience) is:**

- \$53,469 annually (\$2,056.50 bi-weekly)
- Range 14, step A

**To join our amazing team:**

- Apply online at: [www.aidea.org/Employment-Opportunities](http://www.aidea.org/Employment-Opportunities) .
- Email your resume to: [hr@aidea.org](mailto:hr@aidea.org)
- To mail or fax your resume, please email: [hr@aidea.org](mailto:hr@aidea.org).

AIDEA complies with Title 1 of the Americans with Disabilities Act (ADA). Individuals with disabilities who require accommodation, auxiliary aides or services, or alternative communication format, please email: [hr@aidea.org](mailto:hr@aidea.org).

For the Alaska Relay Service: in Juneau, please dial 711; outside of Juneau, please dial 1-800-770-8973.

For more information or questions, please visit AIDEA's website at: [www.aidea.org](http://www.aidea.org) or email: [hr@aidea.org](mailto:hr@aidea.org).