

BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION

POSITION TITLE: Accountant Assistant; Finance Dept.

OBJECTIVE: Assist with a variety of accounting transactions in accordance with generally accepted accounting and audit principles.

QUALIFICATIONS:

Candidates must demonstrate their ability to accomplish the Essential Job Results stated below. **Job knowledge/documentation a plus but not required:** Minimum High school diploma or equivalent. Prefer Associates degree in Accounting or Finance or two years progressive experience in accounting field or formal training in Accounting. Must have knowledge of computers, Microsoft Excel, accounting software (preferably Microsoft Dynamics GP). Must be able to process paperwork in an organized and efficient manner, meet established deadlines, and handle multiple complex requests. Familiar with Bristol Bay area, people, and cultures.

ESSENTIAL JOB RESULTS

Accomplish accounting functions independently, under only general supervision

by

1. Establishing a thorough knowledge of BBNA's Financial Management and Employee Personnel Policies and Procedures Manuals.
2. Paying close attention to detail.
3. Continuing professional development through reading, research, work experience, and formal study to stay informed of evolving Accounting trends and help ensure BBNA is current.
4. Organizing and handling a large volume of paperwork and multiple complex requests.
5. Planning within established deadlines.

Provide accurate and efficient processing of accounting functions with assistance and guidance by supervisor or other accounting staff. Training will be provided.

by

1. Posting accruals and adjusting journal entries to the general ledger with assistance from supervisor.
2. Making internal reports and account reconciliations as needed.
3. Preparing bank deposits and or posting to the general ledger.
4. Doing research and account analysis as directed, and follow up to resolve discrepancies.
5. Maintaining and filing of accounting documents and printouts generated by the accounting system.
6. Actively participating in the preparation for year-end closing and annual audit.
7. Performing special projects for the Finance Dept., which include but are not limited to researching, analyzing, evaluating, developing, and coordinating: revised Accounting Policies and Procedures Manuals, new accounting standards, automated accounting/financial systems, modern office procedures and practices, and updating as necessary.

Provide continuity in coverage for Finance Dept. positions

by

1. Cross Training within the Finance Dept. and stepping in as needed.
2. Coordinating closely with Finance staff and providing general assistance when necessary.
3. Understanding the AP Manager’s procedures and reviewing all check requests for accuracy before entering into system as well as reviewing AP batches.
4. Maintaining and filing of documents and printouts generated by the AP system.
5. Understanding Travel Managers daily functions.
6. Reviewing and researching travel related invoices and reconciling TA’s with actual bills.
7. Assisting Payroll on an as needed basis with daily payroll functions.
8. Assisting Accountants as needed in reviewing and comprehending grants.
9. Assisting in preparation for year-end closing and annual audit.
10. Working with CFO and Comptroller to assist in daily Finance Dept. duties.

Protect program integrity and client privacy

by

Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel in and out of region

by

Scheduling well planned trips if necessary to provide services, participate in training, workshops and to exchange information. Travel is not expected to be frequent.

Contribute to the overall team effort

by

Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGE RANGE: \$37,324 – \$47,988 /Year

\$19.14 -\$24.61/Hour

REPORTS TO: Senior Accountant

DUTY STATION: Dillingham, Alaska

Employee Acknowledgement / Date

Supervisor Signature / Date

Human Resources Dir. / Date

President & CEO /Date