



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Fixed Asset Accountant

Team: Administrative
Reports to: Finance Director
Salary Status: Non-Exempt from Overtime

Salary: DOE
Schedule: Full Time, Regular
Last Revised: October 2022

This position is responsible for procurement as well as supply orders, asset tracking, surplus and control.

Duties/Responsibilities:

- Responsible for following all procurement procedures and keeping all procurement records.
- Responsible for recording cost of newly added fixed assets, tracking existing ones, and calculating /recording their depreciation.
- Receives supplies in tracking system, assigns numbers to larger items, keeps asset tracking system.
- Checks out equipment/supplies to employees using inventory tracking system.
- Performs audits on assets to ensure accuracy.
- In charge of surplus asset disposition process.
- Ensures all company vehicles and trailers are registered.
- Assists with projects and events as needed.
- Assists as a backup for A/P and Grant Accounting and review, when needed.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent organizational skills.
- Attention to detail is of utmost importance.
- Must have excellent ability to prioritize tasks and meet deadlines.
- Ability to communicate well with employees and management.
- Ability to recognize unique circumstances and use independent judgment to apply different, yet appropriate, procedures to accomplish tasks.
- Must be proficient in basic math.
- Must have the ability to understand and follow written procurement policy.

Education and Experience:

- High school diploma or equivalent.
- Two years administrative/clerk office experience preferred.
- Current Alaska Driver's license with clean driving record for past five years.

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Physical Requirements:

- Prolonged periods of sitting to complete tasks.
- Routinely bend, crouch, stand, move about to complete work.
- Typically lift 25 lbs. to coordinate work.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral, and written methods to complete work.
- Regularly use mathematical and linear thinking skills to provide accurate, literate work.
- Work will be mostly completed in administrative office.
- Some work may be completed outside for tracking assets.
- Exposure to typical office equipment including copiers.

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date