



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

Ilanka Community Health Center Grant Accountant

Team: ICHC Team

Reports to: ICHC Operations Director

FLSA Status: Non-Exempt

Salary Range: DOE

Schedule: Full Time, Regular

Last Revised: March 2023

The Grant Accountant works closely with Operations & all clinic departments to develop, analyze, maintain, and ensure compliance and effective reporting for ICHC's grant and financial processes.

Duties/Responsibilities:

- Assists with Accounts Payable data entry, overseeing expenditures and coding.
- Systematically generates financial and other operational reports for submission to management, reviewing for discrepancies.
- Assists department leaders in grant budget development, processing grant reports as needed.
- Tracks grant deliverables and timelines, communicating with team leaders to assist with timely completion.
- Maintains clinic Contract and Capital Assets databases.
- Participates as needed in risk management and quality improvement committees.
- Participates in Emergency Preparedness training and response as needed.
- Maintains a high level of confidentiality in accordance with HIPAA and HITECH regulations.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Compliance with all organizational policies and procedures.
- Other duties as assigned.

Required Skills/Abilities:

- Basic accounting or bookkeeping experience with effective analytical skills.
- Comfortable utilizing Microsoft Excel and pivot tables to maintain data. Training can be provided.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to prioritize and manage multiple projects while maintaining accuracy and meeting deadlines.
- Ability to work independently, show initiative, and take ownership of work.
- Professional demeanor that is flexible, cooperative, and team-centered; assisting as needed to meet clinic goals.
- Effective communication skills to facilitate positive interactions as evidenced by professional maturity, and respect for others.
- Must be able to pass a background check, which includes fingerprinting.

Education and Experience:

- Bachelor's degree in business, finance or related discipline preferred. Equivalent experience can substitute for education.
- BLS or CPR Pro recommended.

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Physical Requirements:

- Majority of work will be completed in an office setting which may be in a medical primary care clinic.
- Regularly sit for long periods of time to complete work.
- Typically lift 15 pounds to move and coordinate work.
- Regularly manipulate a variety of data via verbal, written and electronic media.
- Regularly use high level of cognitive function to interpret information, make independent decisions and complete tasks.
- Usual tasks do not involve exposure to blood, body fluid, or tissues but job has potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

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