



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

Accounting Technician

This position is an accounting team member that is responsible for processing payroll, all aspects of accounts payable and is a substitute for accounts receivable as necessary.

This position is a regular full-time position that is eligible for overtime. The position performs a variety of accounting work within established policies and procedures and receives detailed instructions on new projects and assignments.

Team: Administrative

Salary Range: DOE

Reports to: Staff Accountant Payroll Lead and Finance Director

Last Revised: June 2023

Responsibilities/Duties

- Use electronic accounting software (Abila MIP and Microix).
- Reconcile timesheet discrepancies by working with team leaders and human resources.
- Prepare and process payroll.
- Work with HR personnel on employee updates and enter them into the accounting system.
- Perform employee maintenance and reconciliation of payroll.
- Prepare quarterly and annual payroll reports.
- Review all work for accuracy.
- Review all requisition and payment requests in the systems.
- Check all purchase orders for completeness and compliance with policies.
- Transfer purchase orders into accounts payable system.
- Process checks for payment and mail.
- Process year end 1099 forms.
- Other accounting duties as requested.

Competencies (Knowledge, Skills and Abilities)

Initiative and dedication to task at hand. Cooperative communication skills with colleagues and all levels of management. Excellent organizational skills and attention to detail. Ability to prioritize tasks and adapt to a fast paced evolving environment within deadlines. Good attendance and work habits are mandatory and expected. Working knowledge of excel spreadsheets and formulas. Ability to master the accounting software. Excellent data entry skills and ability to enter data accurately. Excellent electronic file organization skills. Excellent organizational skills. Attention to detail is of utmost importance. Must be proficient in basic math. Ability to work with team members in a cooperative environment. Must have a strong work ethic and initiative.

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Experience Requirement

Two years' payroll/accounting clerk experience preferred. Three years' office experience preferred.

Education Requirement

High school diploma or equivalent required. Post-secondary education in accounting related field preferred. Relevant experience may be taken in lieu of education.

Performance standard

Regularly sit for long periods of time to complete tasks.

Regularly bend, crouch, stand, move about to complete work.

Typically lifts 15 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.

Environmental Factors

Work will be completed in an administrative office, Exposure to typical office equipment including copiers.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date

Team Lead Signature

Date

Supervisor Signature

Date