



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

Staff Accountant & Payroll Lead

Team: Accounting
Reports To: Finance Director
Status: Non-Exempt

Salary: Competitive DOE
Schedule: Full-Time, Regular
Last Revised: September 2023

Job Summary

This position is responsible for maintaining financial procedures and confirming financial compliance for all Native Village of Eyak (NVE) 's grant funded programs, which include financial reporting to grantors and reimbursements or advances from grantors. In addition, this position serves as the payroll lead for all payroll related functions and shares duties and tasks for biweekly payroll processing.

Responsibilities/Duties

- Prepare and enter journal entries.
- Prepare and send invoices and reconcile accounts receivable.
- Prepare daily deposits and corresponding journal entries.
- Work with NVE programming departments and funding agencies to ensure accurate and timely financial reports and compliance.
- Serve as the payroll lead for all payroll related functions and shares duties and tasks for biweekly payroll processing.
- Track prepaid accounts and prepare corresponding journal entries.
- Reconcile general ledger accounts as necessary.
- Calculates monthly grant revenue and indirect cost allocations and prepares journal entries.
- Performs grant drawdown function from funding agencies.
- Reconciliation of general ledger and/or grant accounts as needed.
- Maintain audit schedule for grants.

The above job description is to highlight the essential functions of the position; however, it is not an all-inclusive list. The incumbent may be called upon and required to follow or perform other duties and tasks requested by his/her supervisor, consistent with the purpose of the position, the finance department, and the Native Village of Eyak's objectives.

Competencies (Knowledge, Skills and Abilities)

Initiative and dedication to task at hand. Cooperative communication skills with colleagues and all levels of management. Ability to read and interpret grant award stipulations and comply with regulations. 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 is mandatory. Working knowledge of excel spreadsheets. Ability to master accounting software.

