



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

Staff Accountant

This position is responsible for reconciliation of grant accounts, reconciliation of monthly, quarterly and annual journal entries and monthly grant financial preparation for the Finance Director.

Team: Accounting

Salary: \$22.00 -\$30.00

Reports to: Finance Director

Schedule: Full Time, Regular

FLSA Status: Nonexempt from overtime

Last Revised: July 2020

This position performs a variety of accounting work within established policies and procedures and receives detailed instructions on new projects and assignments.

Responsibilities/Duties

- Prepare and enter journal entries.
- Prepare and send invoices and reconcile accounts receivable.
- Prepare daily deposits and corresponding journal entries.
- Work with managers and agencies to ensure compliance with both federal regulations and award stipulations.
- Track prepaid accounts and prepare corresponding journal entries.
- Reconcile general ledger accounts as necessary.
- Calculates monthly/interim indirect cost allocations and prepares journal entries.
- Prepares journal entry to record grant revenue.
- Performs grant drawdown function from funding agencies.
- Reconciliation of general ledger and/or grant accounts as needed.
- Maintain audit schedule for grants.
- Adapt to other duties as assigned.

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 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 and expected. Working knowledge of excel spreadsheets. Ability to master the accounting software.

Experience Requirement

Two years accounting experience preferred.



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Education Requirements

High school diploma or equivalent post high school accounting education (associates in accounting or intermediate level classes) is preferred. Accounting work experience considered 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 thinking skills to provide accurate and 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

Supervisor Signature Date

Team Leader Signature Date