



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 responsible for processing payroll and all aspects of accounts receivable and accounts payable.

This position performs a variety of accounting work within established policies and procedures and receives detailed instructions on new projects and assignments. This position is entirely on-site. No remote option is available.

Team: Administrative

Reports to: Financial Controller/Finance Director

Salary Status: Non-Exempt from Overtime

Salary Range: DOE

Schedule: Full Time, Regular

Last Revised: February 2024

Responsibilities/Duties

- Office Filing
- Use of electronic accounting system (MIP).
- Reconcile timesheet discrepancies by working with team leaders and human resources.
- Perform employee maintenance and reconciliation of payroll.
- Prepare and process payroll.
- Prepare and send invoices, reconcile accounts receivable, and prepare aging receivable reports.
- Prepare daily cash deposits, cash receipts, and cash disbursements.
- Maintain Vendors and Customers in MIP
- Accounts Payable
- Review all work for accuracy.
- Other accounting duties as requested.

Competencies (Knowledge, Skills and Abilities)

Initiative and dedication to the 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. Working knowledge of Excel spreadsheets. Ability to master accounting software.

Experience Requirement

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

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

Education Requirement

High school diploma or equivalent required. Post-secondary education in accounting-related fields is 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, and 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.