

**NOME ESKIMO COMMUNITY  
POSITION DESCRIPTION**

**POSITION:** Accounting Specialist  
**DEPARTMENT:** Administration  
**REPORTS TO:** Finance Director  
**POSITION STATUS:** Regular, Full-Time  
**EXEMPT STATUS:** Non-exempt  
**PAY RANGE:** 7, 8, 9 \$23.79 - \$26.78/hr. D.O.E.

**BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

- 1) Process weekly accounts payables that include: review all invoices for payment, ensure proper approval and accuracy of account codes, data entry into accounting system, print and distribute checks to vendors or departments, maintain vendor filing system including related reports for accounts payable.
- 2) Review and process purchase orders for payment and reconcile outstanding purchase orders on a regular basis.
- 3) Review and process travel authorizations for payment and reconcile outstanding travel authorizations on a regular basis for all departments.
- 4) Process bank deposits as necessary that includes: ensure accuracy of account codes and data entry into the accounting system as needed.
- 5) Process bi-weekly payroll that includes: review of employee timesheets for accuracy, calculate personal leave accrual, data entry of timesheets, process specific deductions as required, review payroll reports for accuracy, print payroll checks, EFT stubs and distribute, transmit electronic funds direct deposit of payroll. Maintain employee personnel and related payroll files including related reports for payroll.
- 6) Process bi-weekly federal tax deposits, pension contributions, group health and life insurance premiums and employee deductions.
- 7) Prepare quarterly and annual payroll 941 reports for federal taxes and ESC contributions.
- 8) Reconcile payroll accounts on a monthly basis to ensure accuracy of the payroll procedures.
- 9) Prepare and distribute annual W-2's, W-3 and 1099's.
- 10) Act and perform required duties in the absence of the Executive Assistant.
- 11) Cross-train with the Accountant and assist with the close-out of grants and contracts. Act and perform required duties in the absence of the Accountant.
- 12) Provides support to the Accountant to ensure that all accounting and reporting meets federal accounting standards and requirements.
- 13) Other duties as assigned by Accountant and Administration.

## **QUALIFICATIONS:**

- 1) Bachelors Degree in an applicable field or comparable work experience in bookkeeping, payroll, accounts payable or related field may substitute for the degree requirement on a year-for-year basis.
- 2) Must possess basic accounting and office skills, knowledge of computerized accounting software applications, and skills in Internet usage, Microsoft Word, Excel, and Windows.
- 3) Knowledge of payroll related Federal and State tax laws.
- 4) Must be detail oriented; possess strong organizational skills and the ability to perform accurate work under numerous time constraints.
- 5) Must be dependable, self-motivated, and able to work with others and perform duties with minimum supervision.
- 6) Must possess the ability to maintain strict confidentiality regarding employee information.

**Native Preference per Public Law 93-638**

Revised: 04/14