



Accountant

Department: Administration	Reports To: Executive Director	Status: Regular, Full Time
Location: Nome	FLSA: Exempt	Pay Range: 10-11-12

Purpose of Position

Under the direction of the Executive Director, The Senior Accountant responsible for the day to day management of the Accounting office that includes routine accounting functions, monitoring and management of cash flow, yearend close-out and coordination of annual audits, and ensuring that all accounting and reporting meets government accounting standards and requirements.

Uphold the organization’s mission, and corporate values as well as demonstrate understanding of and compliance with organization’s policies and procedures.

Essential Functions

- Ensures the integrity of accounting information by recording, verifying, consolidating and entering transactions and provides supervision to the accounting department
- Responsible for funding draw-downs and monthly reconciliation of funds. Develops and submits required financial reports to all funding agencies, Administration and Tribal Council on a regular basis
- Responsible for the timely close-out of grants and contracts ensuring that all required reports are submitted per grant requirements
- Responsible for the monitoring and coordination of budget development for the organization. Reviews all grant budgets to ensure accuracy before submittal to funding agencies. Ensures that all budgets are entered into the system and monitored on a monthly basis to ensure indirect recovery
- Responsible for Annual Single Audit prep in coordination with auditors. Submits WC/General Liability audits. Prepares the Indirect Cost Proposal on an annual basis
- Responsible for reviewing and submitting recommendations to update accounting policies.
- Responsible for the oversight of routine accounting functions such as bi-weekly payroll, payables, purchasing, travel reservations and per diem, and the close-out of the accounting cycle in a timely manner.
- Provides technical support to the Executive Director on matters related to budgets, expenditures, financial policies and compliance.
- Other duties as assigned

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization’s mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Minimum Qualifications

Senior Accountant

Effective Date: February 25, 2020

- **Education:** Bachelor's Degree in Accounting is required. An Associate's Degree plus a minimum of two years' work experience in Accounting may substitute for the Degree. Comparable work experience in accounting may be considered on a year for year basis.
- Minimum of two (2) years' experience in a non-profit or Tribal organization working with federal grants and contracts preferred and fund accounting as well as 2 years supervisory experience required.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copiers, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of government accounting standards, Circular A-87 and Circular 133.
- Knowledge of Indirect Cost Proposals and the application of indirect rate and assessing indirect
- Knowledge of NEC programs and services
- Knowledge of privacy laws and regulations
- Knowledge of filing procedures
- Knowledge of development and maintenance of computerized accounting applications and financial software
- Skill in oral and written communication
- Skill in maintaining and updating office and administrator schedules
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in possess strong analytical skills as it applies to accounting
- Skill in being dependable, self-motivated, possess strong organizational skills, and have the ability to work with minimum supervision and manage multiple priorities

Additional Requirements or Credentials:

- Must have a valid Alaska Driver's License

Physical Requirements and Working Conditions:

- Must be able to lift at least 20 pounds
- Work is conducted in a standard office environment.
- May be required to work outside the traditional work schedule occasionally
- Travel is required occasionally
- Use hands and arms to operate office equipment
- Sit more than half the workday
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time
- Use hands and arm for repetitive motion tasks

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature

Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.