



Accounting Specialist

Department: Administration	Reports To: Accountant	Status: Fulltime Regular
Location: Nome, Alaska	FLSA: Non Exempt	Pay Range: 7, 8, 9

Purpose of Position

Under general supervision, assist with processing of weekly and monthly recurring payments, review, process and reconcile purchase orders as needed, process bi-weekly payroll and provide support to the Accountant to ensure that all accounting procedures and reporting meets federal 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

- 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.
- Process bi-weekly payroll including 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. Process bi-weekly federal tax deposits, pension contributions, group health and life insurance premiums and employee deductions. Prepare quarterly and annual payroll 941 reports for federal taxes and ESC contributions. Reconcile payroll accounts on a monthly basis to ensure accuracy of the payroll procedures. Prepare and distribute annual W-2's, W-3 and 1099's annually.
- Review and process purchase orders for payment and reconcile outstanding purchase orders on a regular basis as well as processing bank deposits as necessary including ensure accuracy of account codes and data entry into the accounting system.
- Review and process travel authorizations for payment and reconcile outstanding travel authorizations on a regular basis for all departments.
- Assist as needed in the absence of the Senior Administrative Specialist.
- 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.
- 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.

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, copies, 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 NEC programs and services or ability to learn
- Knowledge of multi-line telephone systems operation
- Knowledge of accounting procedures and applicable regulations
- Knowledge of filing procedures
- Skill in oral and written communication
- Skill in basic accounting and office skills
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in working independently and self-motivation
- Ability to maintain confidentiality

Minimum Qualifications

- **Education:** Associates Degree in Accounting or a related field is highly desired.
- **Experience:** Must have at least 2 years comparable work experience or demonstrated proficiency at NEC.

Additional Requirements or Credentials:

- A valid Alaska Driver’s License is highly desired

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 not required
- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday
- View electronic monitors for prolonged periods of time

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 of Incumbent

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.