

Job Title: BOOKKEEPER
Reports to: Executive Director
Status: Regular, Full-time, Non-exempt, Hourly
Wage: \$20.00/hour, DOE
OPEN: May 22, 2025
CLOSE: Until filled



JOB SUMMARY

The full charge experience bookkeeper must have a background in accounting and knowledge of and experience with QuickBooks, not-for-profit accounting, and grants management. The position will be responsible for the payables and receivables; billing of customers; processing of customer receipts; management of accounting as assigned; payroll, processing; bank reconciliations and generations of monthly reports, quarterly and annual financial reports to the Tribal Council, State and Federal agencies, and NVU Staff as needed.

ESSENTIAL QUALIFICATIONS

- High school diploma or GED certificate
- Associate's Degree in office or business management or related field, or comparable work experience may be substituted for the degree requirement on a year-to-year basis
- Must possess a valid driver's license, reliable transportation, and be insurable
- Limited travel may be required
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Must be detail oriented and possess strong organizational skills
- Must have strong written and oral communication skills
- Multi-tasked with the ability to adapt and work in a fast-paced team environment
- Must be highly/self-motivated with the ability to work with minimum supervision and be reliable
- Possess office management skills for standard office equipment, including copier, fax, and phone
- Proficient skill level in computer software applications such as Internet and Microsoft Office applications Word, Excel, Outlook, Publisher, and QuickBooks Non-Profit
- Must have experience processing payroll transactions
- Must be familiar with Tribal Activities and Management System
- Must have rural experience and be willing to Travel/Training as needed

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Supplier Payments and Expenses
 - Collate supplier invoices into weekly and monthly payment runs, streamlining payment process wherever possible
 - Ensure all supplier bills are appropriately authorized for payment, and process payments when authorized
 - Record supplier payments and office expenses in QuickBooks accounting software, coding to appropriate accounts
- Reconciliations of Key Accounts
 - Reconcile all bank accounts on fortnightly basis
 - Reconcile all loan accounts on at least quarterly basis
- Processing of Payroll
 - Maintain confidential financial records for all employees

NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.

- Process all payroll both paper and electronic and distribute paychecks
- Track employee leave accruals
- Reconcile and make monthly payroll tax payments
- Reconcile and make monthly superannuation payments
- Process end-of-year payroll in QuickBooks, archiving payroll records
- Budgets and Financial Statements
 - Assist in preparing annual budgets and entering QuickBooks company file
 - Make end-of-month journals as required
 - Prepare draft monthly financial statements
 - Provide additional reports to partners as required
 - Work with Accounts Supervisor to review figures and provide information as requested
- Grants Management
 - Assist NVU Grants' managers in the preparation of figures for financial reports

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

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