

**Tribal Accountant**

Location: Anchorage, AK

Salary: DOE

Opening Date: April 29, 2019

Closing Date: Until Filled

Job No. 201904-29

**Position Summary**

The Tribal Accountant is responsible for oversight of accounting functions including maintenance of General Ledger, Accounts Payable, and Accounts Receivable for multiple tribal clients. The successful candidate will have exceptional organization skills, the ability to stay on task and maintain a high level of organization, as well as a high proficiency communication with tribal entity clients.

This is a non-exempt position with the ability to schedule flexible hours. Position typically works Monday through Friday in Anchorage; however, overtime may be required as dictated by client needs.

**Duties and Responsibilities:**

- Process a variety of financial documents within a computerized accounting system, such as financial transactions, invoices, vendor checks, payroll, account statements, authorizations, journal vouchers and purchase orders.
- Compile and sort invoices and checks.
- Compute payroll for various clients.
- Enter and post daily cash receipts.
- Assist in the annual preparation of 1099's and maintains W-9 files.
- Assist in the annual preparation of W-2's and 1095C's.
- Verify and post details of business transactions to the General Ledger.
- Process invoices as needed for various clients.
- Assist in collection of outstanding invoices as needed.
- Compose grammatically correct letters, memoranda, and other reports as requested.
- Distribute checks for signature and /or delivery.
- Reconcile bank accounts as assigned.
- Prepare monthly receivables and payables aging reports that reconcile to the general ledger.
- Maintain the cash management spreadsheet and posting bank transactions in the general ledger.
- Review and post employee credit card expense reports and follow up with outstanding transactions.
- Maintain a positive working relationship with vendors/customers/clients.
- Maintain a positive working relationship with clients.
- Participate in scheduled internal/external meetings/trainings as requested.
- Prepare quarterly payroll reports.
- Maintain fixed asset listing and calculate depreciation and book value; record additions, deletions, and depreciation; reconcile listing to the general ledger.

- Prepare monthly reconciliations and analyze discrepancies from sales and payables modules to general ledger balances.
- Prepare balance sheet account reconciliations and follow-up on noted discrepancies.
- Prepare month-end adjusting journal entries.
- Record investment account transactions and reconcile to the general ledger.
- Assist in preparing monthly financial statements.
- Assist in preparing schedules and supporting documentation for annual financial audits and tax reporting.
- Perform related tasks as assigned.

## **Job Specifications:**

- Excellent written and oral communication skills.
- Grant funding experience.
- Grant Reporting experience.
- Month, quarter and year-end reporting experience.
- Demonstrated ability to read and interpret documents such as: safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrated ability to write routine reports and correspondence.
- Demonstrated ability to communicate effectively before various audiences.
- Excellent organizational skills and attention to detail.
- Thorough knowledge of accounting principles and procedures.
- Demonstrated ability to work independently while maintaining efficiency and accuracy.
- Strong mathematical skills including addition, subtraction, multiplication, division, fractions, decimals, rates, ratios, percentages, and graphs.
- Demonstrated ability to understand and carry out instructions furnished in written, oral, and/or diagram form.
- Excellent communication skills and experience working with tribal entities.

## **Qualifications:**

- Minimum of an Associate degree in Accounting or greater with continuing education and/or experience in Business, Finance and/or Accounting.
- Two years of progressively responsible accounting / bookkeeping experience.
- QuickBooks experience.
- Fund/grant accounting preferred.

Email resume, cover letter and application to [admin@aktribalservices.com](mailto:admin@aktribalservices.com)

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Drivers Lic. # \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been convicted of a felony? YES  NO  A felony may not necessarily disqualify you from employment.

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service/Tribal Affiliation**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

Tribal Affiliation (N/A if none): \_\_\_\_\_

## Skills, Experience and Additional Information

Describe any specialized training, apprenticeships, volunteer work or skills: \_\_\_\_\_

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Describe software and equipment you have experience with (Office Suites, Mac, Quickbooks, Outlook, etc.):

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Security Clearances (current): \_\_\_\_\_

Other information you believe may be helpful in consideration of your application: \_\_\_\_\_

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## Disclosure and Agreement

I **certify** that the facts described in this Application for Employment are true. I understand that if I am employed, any false statements, omissions or misrepresentations given in my application or interview(s) may result in my dismissal.

I understand, also, that I am required to abide by all rules and regulations of the employers.

I authorize Alchemy Tribal Services or its parent company, JW Industries Group, to investigate any of the facts described in this application and I release Alchemy Tribal Services or JW Industries Group from any liability resulting from such an investigation.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

I understand that employment, if offered, will be at the will of the Employer and myself and may be terminated for any reason by either party.

I also understand that the use of illegal drugs and alcohol is prohibited during employment. I am willing to submit to pre-employment drug and alcohol testing, and agree to random alcohol and drug screening during employment.

By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach a cover letter and resume to this application if one has not yet been submitted.**

Received: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_