



# SEALASKA HERITAGE

## POSITION DESCRIPTION

### Finance Assistant/Bookkeeper

## INFORMATION

Department:	Administration
Reports to:	HR & Administrative Director
Location of Work:	Juneau, Alaska
Employment Category:	Full-time
Classification:	Exempt
Date:	September 7, 2021

## SUMMARY/OBJECTIVE

The Finance Assistant/Bookkeeper position is responsible for providing accounting and administrative assistance to the Administration Office and other departments of SHI.

## ESSENTIAL FUNCTIONS

- Assist with certain aspects of the accounting cycle including purchasing & receiving, accounts payable, depositing of funds, payroll and related reporting.
- Disburse scholarship awards & process refunds.
- Assist with year-end financial tasks as requested.
- Organize & maintain financial records including current-year & previous-year documents & permanent files. Follow archival schedules for records and retention & disposal.
- Maintain record of equipment purchases.
- Assist tracking updating of employee information for purposes of benefits enrollment and reporting.
- Writing and maintaining procurement and purchasing policies within SHI.
- Direct formal procurement process; work with program experts to develop specifications and award criteria for formal procurements. Publish solicitation and receive responses, instruct the evaluation committee, oversee evaluation processes.
- Assist HR & Administrative Director with HR functions as needed.

## COMPETENCIES

- Technical capacity & expertise in using charts, tables, graphs, spreadsheets and databases.
- Personal effectiveness/ credibility, thoroughness.
- Demonstrated high level of verbal, written and interpersonal communication skills.
- Demonstrated ability to manage multiple projects & activities with attention to detail.

## **SUPERVISORY RESPONSIBILITY**

*The position has no supervisory responsibilities.*

## **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is regularly required to talk and listen. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

## **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working at minimum 37.5 hours a week with potential for additional hours as needed. Regular hours are Monday through Friday, 8:00am - 4:30pm.

## **TRAVEL**

None to minimum.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree.
- A combination of education and experience that demonstrates a working knowledge of accounting principles and grant management and accounting cycles.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

