



POSITION DESCRIPTION

Finance Associate

INFORMATION

Department:	Administration Department
Reports to:	HR & Administrative Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Exempt
Date:	October 12, 2020

SUMMARY/OBJECTIVE

Provide accounting and administrative assistance to the Administration Office and other departments at SHI.

ESSENTIAL FUNCTIONS

1. Assist with certain aspects of the accounting cycle including purchasing & receiving, accounts payable, depositing of funds, payroll and related reporting.
2. Disburse scholarship awards & process refunds.
3. Assist Retail Director with reporting/depositing of daily sales and assist with physical inventory at year end.
4. Assist with year-end financial tasks as requested.
5. Organize & maintain financial records including current-year & previous-year documents & permanent files. Follow archival schedules for records retention & disposal.
6. Maintain record of equipment purchases.
7. Assist tracking and updating of employee information for the purposes of benefits enrollment and reporting.
8. Assists HR & Administrative Director with HR functions as needed.
9. Other duties as assigned.

COMPETENCIES

- Knowledge of generally accepted accounting principles (GAAP) & the procedural sequence of the accounting cycle.
- Proficient in computer applications for accounting tasks including cash management, payroll & general ledger.
- Proficient in computer applications for word-processing & spreadsheets.
- Highly organized, self-motivated, & attentive to detail.
- Effective writing & interpersonal communication skills.
- Commitment to the confidential nature of all financial records.

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

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.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. 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 position is an exempt classification. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. This position may be required to work longer hours during project completion.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Three years accounting experience - OR --



- A combination of education & experience that demonstrates a working knowledge of accounting principles & all aspects of the accounting cycle.

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.

