



NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

TITLE: ACCOUNTING MANAGER

REPORTS TO: EXECUTIVE DIRECTOR

DEPARTMENT: Finance Department

CLASSIFICATION: NON-EXEMPT / FULL-TIME

SALARY: DOE

JOB SUMMARY:

Under the general supervision of the Executive Director or his/her designee, the Accounting Manager will be responsible for maintaining accounting records in accordance with the Kotzebue IRA's Indian Self-Determination and Education Assistance Act agreements and generally accepted accounting procedures. The Accounting Manager will process payroll, accounts payable, and accounts receivable in a timely manner, and support the Finance Director.

DUTIES AND RESPONSIBILITIES:

1. Process accounts payable, accounts receivable, and payroll.
2. Process enrollment and claims for insurance, 401K, and other employee benefits.
3. Process incoming payments by check, credit card, and EFT.
4. Receive, process, and reconcile statements.
5. Prepare monthly financial statements.
6. Generate and review monthly reports.
7. Prepare and make bank deposits.
8. Assist with preparation for annual audits.
9. Prepare and distribute annual IRS forms.
10. Ensure compliance with internal accounting procedures.
11. Maintain accurate records, including ledgers, journals, receipts, and invoices.
12. Perform other duties as assigned in support of financial management functions of the Kotzebue IRA.

MINIMUM QUALIFICATIONS:

- Associate or Bachelor's degree in accounting or related field; OR an equivalent combination of education and experience.
- Must have five years' experience in the accounting/bookkeeping field.
- Knowledge of federal purchasing and procurement procedures.
- Must have a valid Alaska Driver's License.

PREFERRED KNOWLEDGE, ABILITY, AND SKILLS:

- Understanding of GAAP accounting principles
- Familiarity with Accufund, Quickbooks, and Microsoft Excel

- Strong written and verbal communication skills
- Excellent attention to detail and accuracy in entering financial data
- Outstanding math and research skills
- Proficiency with 10-key typing and data entry
- Deadline-driven with excellent time management ability
- Ability to maintain confidentiality
- Knowledge of Personnel Policies.

Employee Signature

Date

Executive Director

Date

Native preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.

Kotzebue IRA is an Equal Opportunity Employer, and all qualified applicants will be considered for employment.