

**Norton Sound Economic Development Corporation
Job Description**

Job Title: Accounting Assistant

Department: Accounting
Supervisor: Controller
Supervisory: No
Grade: 2

Duty Station: Anchorage, AK
Type of Position: Regular Full-Time
Eligible for Benefits: Yes
FLSA: Non-exempt

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,500 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

Purpose of Position:

The Accounting Assistant is responsible for assisting the Accounting department in all areas of accounting activities as needed.

Supervision Received:

The position receives supervision from the Controller who monitors work performance and gives work direction. The position functions with close supervision.

Essential Job Functions and Responsibilities:

- Reconcile bank accounts on a monthly basis to make sure bank balances reflect correctly on the general ledger
- Post cash receipts
- Assist with accounts payable procedures
- Assist with reconciling accounts
- Assist with filing, data entry and maintenance of vendor and fishermen files
- Provide backup duties to Administrative Assistant
- Drop off and pick-up packages and run other errands as needed.
- Make bank deposits for fishermen, vendors, etc. as required.
- Other duties as assigned

Qualifications:

High School Diploma or equivalent is required. Previous financial accounting experience is preferred. A valid divers license and insurable under NSEDC vehicle insurance is required.

Required Supervisory Experience:

N/A

Knowledge and Skills:

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of customer services concepts and practices
- Knowledge of multi-line telephone systems operation
- Knowledge of basic purchasing processes
- Knowledge of filing procedures
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in maintaining and updating office and administrator schedules
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications

Physical Requirements

- Use hands and arms to operate office or clinical equipment
- Sit more than half the workday
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time
- Lift or carry unaided less than 25 pounds
- See and hear with normal acuity

Working Conditions

- Work is conducted in a standard office environment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name: _____ Signature: _____ Date _____

Supervisor Name: _____ Signature: _____ Date _____