

Norton Sound Economic Development Corporation
Job Description

Job Title: Accounts Payable Clerk

Department: Accounting
Supervisor: Controller
Supervisory: No
Grade: 3

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 (NSED) is a private nonprofit corporation representing 15 member communities and over 8,700 people in the Bering Strait Region of Northwestern Alaska. NSED 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 NSED 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 NSED 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 Accounts Payable Clerk is responsible for the NSED accounts payable activity and assists the Accounting group in other activities.

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:

- Process and maintain timely accounts payable transactions in accordance with NSED's current accounts payable procedures. Receive vendor invoices, account code routine invoices, obtain approval from managers prior to payment, process payments weekly and file paid invoices.
- Calculate, prepare, and mail annual 1099 statements. Maintain vendor card data necessary to pay vendors and issue Form 1099 to all NSED, Siu, and subsidiaries' vendors and directors.
- Maintain vendor and various accounting files.
- Reconcile the general ledger balance of accounts payable to the vendor aging reports.
- Coordinates closely with NSSP and accounting department staff to ensure timely and accurate payment to Norton Sound fishermen. Fisherman's loan program deductions are made as part of the settlement process.
- Review and enter monthly credit card activity journal entries.

- Prepare monthly bank reconciliations for NSEDC, Siu and other subsidiary bank accounts.
- Other duties as assigned.

Qualifications:

High school diploma or equivalent and two years' related experience is required. Associate's degree in an applicable field is preferred. Equivalent combination of education and experience may be considered.

A valid driver's license is required.

Required Supervisory Experience:

None.

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 basic principles of accounting specifically accounts payable, accounts receivable, and general ledger as well as office methods, procedures and equipment.
- Ability to maintain accuracy in preparing and entering financial information.
- Ability to analyze and draw logical conclusions.
- Ability to commute effectively.
- Ability to operate a personal computer and utilize spread sheet and accounting software programs.
- Ability to establish priorities, work independently, and proceed with objectives without continual supervision.
- Ability to meet deadlines.

Physical Requirements

- Use hands and arms to operate office or equipment.
- Sit more than half the workday.
- Stand and/or walk less than half the workday.
- 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.
- Overtime is required on occasion.
- Minimal travel is required (less than 10% of the time).
- Travel is done via large aircraft.
- Travel is done via small (less than 16 passenger) aircraft.

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 _____

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.