



Job Description

Position Title	ONC Accounting Assistant
Department	Accounting – Ouzinkie, AK
Reports To	Ouzinkie Native Corporation Controller
Company Name	Ouzinkie Native Corporation
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FLSA Status	Non-Exempt Job Group - 5 EEO – Administrative Support Workers
Pay Rate or Salary	DOE
Work Schedule	Part-Time
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Summary

This position is designed to be both educational and practical. In this position, the employee will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest, and apply them in a professional setting. He or she will gain a better understanding of the role that Finance can play in an Alaskan Native Corporation setting. The person filling this position will handle a wide range of important duties.

Essential Duties and Responsibilities

- Prepare and post month-end journal entries.
- Prepare bank deposits and post customer payments.
- Process invoices for approval and pay vendors.
- Assist with bank statement reconciliations, to include review of outstanding items and research efforts to clear those items.
- Reconcile monthly debit and credit card activity.
- Assist with audit preparation.
- Work with accounting team members on other special projects.
- Additional duties as assigned.

Experience Requirements

- Must be an Ouzinkie Shareholder, descendant or spouse of a Shareholder
- 10-Key experience or the ability to learn
- Experience using general office equipment including industry standard computer software
- Competent computer skills required, including proficiency using Microsoft programs (emphasis in Outlook, Excel and Word) and email systems including web-based (preferred)
- Familiarity with Microsoft Access software, with ability to maintain detailed databases (preferred)
- One (1) year of practical experience in accounting (preferred)
- Experience in using web-based data systems (preferred)
- Bookkeeping experience (preferred)
- Knowledge of generally accepted accounting principles and procedures (preferred)



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Educational Qualifications

Special Skills

- Ability to communicate verbally and in written format.
- Detail oriented with strong organizational skills including that needed to accurately and orderly file documents.
- Good analytical and interpersonal relationship skills.
- Ability to maintain confidentiality restrictions, also quality and safety standards.
- Ability to follow instructions.
- Ability to work under pressure and within deadlines.
- Ability and willingness to work with the attitude of helpfulness, including within a team environment.
- Ability to work with limited on-site supervision, self-motivated.
- Ability to create and edit simple documents for inter-office communications, including completion of forms.

Supervisory Responsibilities

None

Physical Demands

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing and seeing up close, at a distance, along the periphery, with depth perception and the ability to adjust focus; occasional walking or standing, occasional lifting of up to 10 lbs. It is Katmai Government Services, LLC's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

Work Environment

Majority of the duties are to be performed in an administrative office environment. Travel and field visits may also be required on an as needed basis.

Preference Statement

Must be an Ouzinkie Shareholder, descendant or spouse of a Shareholder.



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Prepared By Human Resources
Preparation Date January 11, 2017
Approved By Trisha Hoover, Senior HR & Compliance Manager

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

My signature below indicates that I acknowledge I have received a copy of my job description and I have had the opportunity to review the contents and ask any questions I may have had regarding the contents of this form.

Employee Signature

Date