

**NATIVE VILLAGE OF KOTZEBUE
KOTZEBUE I.R.A.
Job Description**

TITLE: ACCOUNTING MANAGER

REPORTS TO: EXECUTIVE DIRECTOR

DEPARTMENT: ADMINISTRATION/FINANCE

CLASSIFICATION: NON-EXEMPT

SALARY GRADE: D.O.E.

CLOSING DATE: UNTIL FILLED

JOB SUMMARY:

The Accounting Manager is responsible for maintaining the Tribes accounting and financial records in accordance with the Native Village of Kotzebue's Indian Self Determination and Education Assistance Act agreement and General Accepted Accounting Principles.

DUTIES AND RESPONSIBILITIES:

1. Process payroll, accounts payable and accounts receivable on a timely basis using Accufund.
2. Process enrollment and claims for insurance, 401K, and other employee benefits.
3. Maintains all financial and accounting records. Locate and copy filed information as needed by administrative/finance staff.
4. Reconcile all bank accounts monthly.
5. Prepare and file quarterly payroll tax reports (941 and ESC).
6. Process payroll, accounts payable and accounts receivable for Iglut Senior Apartments. Also, reconcile monthly bank statements and file quarterly payroll tax reports.
7. Work with and assist Contract Accounting with monthly financial close and audit preparation.
8. Perform other duties as assigned in support of financial management functions of the Kotzebue IRA.

QUALIFICATIONS:

1. High School Graduate or equivalent.
2. Ability to type 35 words per minute.
3. Must have five years of experience in the accounting/bookkeeping field.
4. Knowledge of and experience with Accufund accounting system.
5. Knowledge of federal purchasing and procurement procedures.
6. Must have a valid Alaska Driver's License.
7. Knowledge of Personnel Policy and issues.
8. Alaska Native/American Indian preferred but not a requirement for employment.

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.