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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## Temporary Accounting Support

*This position is an accounting team member that supports the accounting department and assists where needed.*

This position performs a variety of accounting work within established policies and procedures, and receives detailed instructions on new projects and assignments.

**Team:** Administrative

**Salary Range:** \$15 -\$17 per hour

**Reports to:** Finance Director

**Schedule:** Full Time, Temporary

**Salary Status:** Non Exempt from Overtime

**Last Revised:** October 2016

### Responsibilities/Duties:

- Use electronic accounting system (MIP).
- Organize electronic files and documents.
- Ensure all grant and contract documentations are filed properly
- Enter deposit and other data into spreadsheets.
- Scan documents for electronic file storage.
- Ready deposits.
- Other accounting duties as requested.

### Competencies (Knowledge, Skills and Abilities)

Excellent organizational skills and attention to detail. Must have the ability to prioritize tasks and meet deadlines. Ability to communicate well with employees and management. Good attendance and work habits is mandatory. Ability to prioritize tasks and adapt to a fast paced evolving environment within deadlines. Intermediate computer skills. Working knowledge of excel spreadsheets, formatting and formulas. Ability to master the accounting software. Intermediate data entry skills and ability to enter data accurately. Intermediate electronic file organization skills with the ability to establish logical standards for organization. Ability to operate a 10 key calculator and understand basic math functions. Advanced keyboard skills. Ability to work with team members in a cooperative environment. Must have a strong work ethic and initiative.

### Experience Requirement

1-2 years' experience working with computers including excel and file organization preferred.

### Education Requirement

High school diploma or equivalent preferred.

### Performance standard

Regularly sit for long periods of time to complete tasks.

Regularly bend, crouch, stand, move about to complete work.

