

NATIVE VILLAGE OF BARROW JOB VACANCY ANNOUNCEMENT

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| Open Date: 12-29-2009 | Closing Date: 1-11-2010 | Job Location: Barrow |
| Job Title: Bookkeeper/Accounting Technician | | Job Start Date: |
| Organization Name: Native Village of Barrow | | Wage/Salary Range: \$ \$24.00 - |
| Regular: x | Temporary: | |
| Purpose: | This position is responsible for performing a variety of entry-level bookkeeping and accounting tasks, applying generally accepted accounting principles to the preparation and maintenance of accounting and other records. Primary responsibilities are to assist the NAHASDA Director to account for all expenditures and bookkeeping of the NAHASDA program. | |
| <p>DUTIES:</p> <p>Primary responsibilities are to work with the NAHASDA Director for accounting and bookkeeping processes.</p> <p>Reviews and prepares assigned categories of accounts payables for vendor and other payments. Determines proper account codes.</p> <p>Process payroll for NAHASDA and Coordinate with the NVB Accountant Senior on leave time.</p> <p>Reviews vendor statements and resolves any discrepancies.</p> <p>Prepares check requests for payments.</p> <p>Prepares purchase requests and purchase orders.</p> <p>Maintain job costing for all construction related activities.</p> <p>Responsible for purchasing all supplies for the NAHASDA program department through quotes, purchase requests, receiving reports, and analyze cost-allocations.</p> <p>Maintain compliance with all procurement policies as specified by the Department of Housing & Urban Development (HUD) 24CFR part 85.36</p> <ol style="list-style-type: none"> 1. Input of housing clients payments. 2. Responsible for filing for NAHASDA and NVB accounting dept. 3. Assist with accounting duties as needed. 4. Performs other duties as assigned. | | |
| Certification(s)/License(s) Required: | Driver's License - Valid Alaska Driver's License preferred | |
| <p>Qualifications: High School diploma or equivalent (GED).</p> <p>Must have working knowledge and experience with Dell compatible computer systems and budgeting financial software packages, and general office equipment.</p> <p>At least one year of experience in bookkeeping, accounting, and secretarial assignments involving advanced record keeping.</p> <p>Knowledgeable of OMB Circular A-87 & 24CFR part85 preferred.</p> <p>As a federally recognized sovereign Tribe and authorized P.L. 93-638 Compactor, Native Village of Barrow gives preference for training and employment to qualified candidates who are Alaskan Natives and/or American Indian.</p> | | |

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| Immediate Supervisor: | Sam Okakok | NAHASDA Director | 907-852-4411 |
| | Name | Title | Phone |
| JVA Submitted By: | Rebecca Brower | HR Director/Admin. Asst | 907-852-4411 |
| | Name | Title | Phone |
| Refer Candidates To: | Rebecca Brower | HR Director/Admin. Asst | 907-852-6903 |
| | Name | Title | Fax Number |
| 907-852-4411 | 6090 Boxer Street | Barrow, Ak. | 99723 |
| Phone Number | Address | City, State | Zip |

Submit Form to the ASRC Personnel Office in Barrow – **FAX 907-852-9470**

ASRC Personnel Division provides a service for local employers to advertise job vacancies on **the Jobs Information Channel** (channel 62), and post all job vacancies in their office.