

**Accounting Manager**

Organization Relationships:

Reports directly to the President/General Manager and Board of Directors. Assists and works in conjunction with other management and administrative personnel.

Hours of Work: Monday-Friday, 8am – 4pm

This is an exempt, salaried position

Job Overview:

The Accounting Manager responsible for all areas relating to the accounting activities of the Corporation, in accordance with GAAP, including: oversee all A/R and A/P activities, reconciliations, payroll and payroll reporting, financial and regulatory reporting, budgeting, audit preparation and developing/maintaining accounting policy, procedures and practices In addition, the Accounting Manager will supervise the administrative team and be responsible for corporate human resource and insurance activities.

**KEY DUTIES & RESPONSIBILITIES** Include, but not limited to:

***Financial:***

* Perform monthly, quarterly and end-year processes;
* Oversee Accounts Receivable;
* Process Accounts Payable and check runs;
* Maintain Vendor files and generate 1099s as required annually;
* General Ledger and account reconciliations;
* Payroll and payroll reporting;
* Prepare and submit quarterly Sales Tax returns:
* Monitor and analyze financial accounting data;
* Monthly reporting to the Board of Directors;
* Annual budget preparation and quarterly budget reviews;
* Ensure quality control for all financial transactions and reporting;
* Oversee and report on the Settlement Trust investment portfolio activities;
* Shareholder distributions and reconciliations;
* Grant application and reporting;
* Coordinate and complete annual financial and regulatory audits;
* Create, improve and implement financial policy and procedures;
* Establish and maintain accounting, human resource and insurance fiscal files and records.

***Human Resources:***

* Create and maintain employee files and ensure confidentiality;
* Assist in hiring activities to ensure adherence State and Federal laws and SSI policy;
* Process all employee new hires, evaluations and terminations;
* Maintain and revise employee policies (Handbook);
* Create and revise employee job descriptions;

***Other:***

* Provide supervision and guidance to office staff, ensuring professional and quality work results, confidentiality, promote family-oriented work atmosphere;
* Coordinate with General Manager on annual insurance policy renewals and reviews;
* Draft and present accounting and employment policies or policy changes to Board;
* Work in conjunction with General Manager to revise and propose other corporate policy to Board;
* Oversee IT functions in corporate office. Maintain IT equipment;
* Other duties as assigned.

***Knowledge, Skills & Abilities***

* Strong accounting background, in accordance with GAAP;
* Ability to see overall picture and lead others to achieve goals, execute projects and maintain accuracy;
* Ability to effectively work in a team across all departments;
* Possess good communication skills both oral and written and be able to communicate concisely and respectfully with diverse populations;
* Ability to provide exceptional customer service to shareholders, tenants, customers, vendors and associates of the Corporation;
* Understand the importance of, and place priority on, keeping confidential information secure;
* Ability to solve problems and follow through on solutions;
* Proven experience with QuickBooks and Microsoft Office software;
* Excellent overall literacy with computer applications;
* Possess reliable transportation, attendance record and be willing to work evenings or weekend days to accomplish work goals within established timelines;
* Ability to organize information and keep meticulous files both electronic and paper formats;
* Commitment to professional conduct and working with the highest degree of integrity;
* Attention to detail and accuracy with an inquisitive and analytical mindset;
* Ability to prioritize, meet deadlines and work productively in a face paced environment;
* Ability to learn and understand corporate history, policies and procedures;
* Good sense of humor

***Requirements***

* Degree in Accounting, Finance or related field desired. Experience can be substituted for education.
* Minimum 5 years of accounting experience with shown advancement in responsibility.
* QuickBooks experience required.
* Proven literacy with basic computer operations and applications including MS Office and Excel.
* At least 3 years’ experience in a supervisory position.
* Excellent time management, organizational and communication skills
* Ability to multi-task and maintain positive attitude in challenging situations.
* Prior knowledge and experience with Alaska Native Village corporations a plus.

Preference will be given to qualified Shaan Seet shareholders, their spouses and descendants pursuant to the Alaska Native Claims Settlement Act, in accordance with Title 43 U.S. code 1626(g)