



Accounting Manager

Organization Relationships:

Reports directly to the General Manager. Assists and works in conjunction with Executive Services Administrator and Administrative Assistant/Administrative Intern.

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

This is an exempt, salaried position - 60k-75k per year D.O.E. (\$29-\$36 per hour)

Benefits: 8 Hours of PTO Per Pay Period - HSA (Healthcare Savings Account) \$600 Monthly Plus Wages - Flexible Scheduling - Cell Phone Payment - Holiday Pay – Paid Training and Development – Shareholder Discounts

Job Overview:

The Accounting Manager is 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, insurance 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 finance department including the accounting clerk and any other finance positions created by SSI.

KEY DUTIES & RESPONSIBILITIES Include, but not limited to:

Financial:

- Perform monthly, quarterly and end-year processes;
- Oversee Accounts Receivable and other Finance Positions;
- 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.

Other:

- 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;
- 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;
- 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, 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;
- 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 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)