

Tagiugmiullu Nunamiullu Housing Authority

PO Box 409 Barrow, Alaska 99723

JOB DESCRIPTION

Job Title: Accounting Technician III Division: Accounting & Finance
Reports to: Lead Accounting Technician Supervises: Non Supervisory
Classification: Regular Date Revised: July 1, 2004
Safety Sensitive: No FLSA/AWHA Status: Non-Exempt
Work Schedule: Full-Time Occupational Code: 43-3031
Salary: DOE

Job Summary:

Under the general direction and supervision of the Lead Accounting Technician and the CFO, performs complex level bookkeeping and accounting functions, applies accepted procedures to the preparation and maintenance of accounting records and other related duties in daily administration of accounting division including payroll, statistical and/or technical reports. May also include grants accounting.

Essential Duties and Responsibilities:

Records and maintains the financial records and fiscal operation of a specific accounting functional area and program requirements.

Prepares journal entries, coding of invoices, accounts analysis and reconciliation and closing books monthly.

Performs bank reconciliation monthly, verifies all deposits, accountable for unclaimed checks, and addresses questions and problems from banking institutions.

May prepare timesheet and input payroll data and verifies authenticity of output; maintains payroll records, processing paychecks, distributions of required employees' benefits to appropriate agencies. May include payroll adjustments such as shortages and garnishments.

Maintains accounting records and inventory for fixed assets.

May supervise and coordinate the daily operations of the lower level accounting staff.

Maintains accurate files, databases and processes/records as necessary.

Assists outside auditors at year-end, provides access to records, compile worksheets, explains and answers procedural questions.

Issues purchase orders for assigned work project, scope or programs, receives and organizes statements from vendors or contractors.

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Performs accounts payable duties such as verifying, coding and processing all invoices with purchase orders or contracts and receiving documents and updates to inventory records as required. Ensures expenditures are charged to appropriate accounts.

Maintains records of all financial documents with appropriate supporting material. Updates records as necessary.

Prepares agency's required accounting reports such as accounts receivable, periodical payroll-related analysis, statements and projections.

Observes TNHA safety rules and regulations, policies and procedures.

Maintains complete confidentiality of all information obtained through professional and client interactions.

Performs other duties as assigned.

Knowledge, Skills and Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements, work environment, physical demands, and preferences listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good organizational and analytical skills as well as an ability to motivate and communicate effectively with staff.

Ability to perform a volume of numerical detail with speed and accuracy, to make difficult mathematical computations with and without mechanical assistance.

Ability to establish and maintain effective working relationships with co-workers and general public.

Required:

High school graduate, general equivalency diploma (G.E.D.) or the equivalent.

Minimum of four (4) years accounting experience.

Four (4) years of work experience applying HUD rules, regulations, laws, policies and procedures.

Four (4) years of work experience with a PC using common software applications.

Four (4) years of experience in a supervisory or managerial capacity.

One (1) year of knowledge of proprietary (computerized) accounting system including HDS and MS Navision (Serenic Navigator Fund Accounting Software preferred)

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Valid Alaska Driver’s License that meets TNHA insurance criteria.

Preferred:

American Indian/Alaskan Native (member of federally recognized tribe)

Bachelor’s degree, with accounting or business administration major or equivalent to appropriate four-year college degree program, plus one year’s experience in an accounting office

Four years of experience working with the public.

Four years of work experience with HUD procurement and accounting practices and procedures.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WHILE PERFORMING THE DUTIES AND RESPONSIBILITIES OF THE JOB THE EMPLOYEE IS EXPOSED TO or REQUIRED TO:

	N	=	NEVER
	R	=	RARELY
	O	=	OCCASIONALLY
	F	=	FREQUENTLY
	C	=	CONTINUALLY

WORK ENVIRONMENT		PHYSICAL REQUIREMENTS	
Working Inside	C	LIFTING/CARRYING	
Working outside	N	1-10 pounds	R
Outdoor weather conditions	N	11-20 pounds	R
Extreme Cold (non-weather)	N	21-35 pounds	R
Extreme Heat (non-weather)	N	36- 50 pounds	R
Fumes or air-borne particles	N	51-75 pounds	N
Toxic or caustic chemicals	N	76-100 pounds	N
Blood-Borne Pathogens	N	PUSHING/PULLING	
Risk of fire or explosion	N	1-10 pounds	R
Risk of electric shock	N	11-20 pounds	R
Risk of radiation	N	21-35 pounds	R
Risk of drowning	N	36-50 pounds	R
Prolonged exposure to vibration	N	51-75 pounds	N
Loud noise level	N	76-100 pounds	N
Confined spaces	N	POSTURE MOVEMENTS	
Fly in small & large commuter planes	N	Sitting	C

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Normal Office Environment	C	Standing	F
Moderate Noise	O	Walking	F
Loud Noise	N	Stooping, kneeling, crouching, crawling	O
Very Loud	N	Reaching and/or grasping	R
OTHER ASPECTS		Hand/Finger dexterity	C
Infectious Agents	N	Climbing and/or balancing	N
Chemicals	N	Carrying, pushing and/or pulling	R
SPECIAL EQUIPMENT/ CLOTHING		COGNITIVE/SENSITIVE	
Special Equipment or clothing	N	Speaking	F
		Hearing	F
		Seeing with or without correction	C
		Close vision	C
		Color discrimination	O
		Peripheral vision	R
		Depth perception	R
		Focusing ability	C
		Smelling/Tasting	N

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of the duties, responsibilities or requirements of the job.

TNHA IS AN ALCOHOL AND DRUG FREE WORKPLACE

This Job Description does not constitute an employment agreement between TNHA and any employee or candidate for employment, and is subject to change at TNHA's sole discretion as the needs of TNHA and requirements of the job change.

	Date	by	Purpose
Prepared on:	07/01/04	TNHA	Creation of Position
1 st Revision:	09/18/04	O Senasu	Combined relevant job duties and responsibilities

Employee's Acknowledgement

Date
