



PETERSBURG INDIAN ASSOCIATION

PO Box 1418
15 N. 12th Street
Petersburg, Alaska 99833
Phone: 907-772-3636
Fax: 907-772-3637

Job Title: Full Charge Bookkeeper
Employer: Petersburg Indian Association
Job Field: Accounting/Finance
Job Status: Negotiable

Job Description:

Roles and Responsibilities: Under the supervision of the Tribal Administrator, the Full Charge Bookkeeper is responsible for the maintenance and audit of PIA's financial records.

Job Duties:

- Manage and oversee activities of PIA's bookkeeping: accounting, software, accounts payable, accounts receivable, payroll, general ledger (including W2, W3, 1099, and 1096 reporting) and submitting monthly SIMPLE IRA contributions.
- Ensure financial records are maintained in compliance with accepted policies and procedures.
- Responsible for Petersburg Borough sales tax reporting
- Responsible for quarterly 941 tax and unemployment tax reporting.
- Resolve accounting discrepancies and irregularities, in consultation with the CPA when necessary.
- Maintain electronic records of financial data, including payables, receivables, payroll, transfers, scan files to QuickBooks.
- Responsible for reconciling the monthly credit card and bank statements, and complete drawdowns on ASAP and other transfers.
- Responsible for maintaining/renewing various organizational insurance policies (including liability insurance for the Council, employees, properties, and equipment).
- Prepare and analyze financial reports, provide reports to Tribal Council on a monthly basis.
- Prepare and/or coordinate audits (ex: single audit, workers comp audit, general liability audit, etc.).
- Maintain records of capital assets/depreciation schedule.
- Assist with the indirect cost proposal and its submission.
- Responsible for issuing purchase orders.

- Assisting Directors with travel arrangements.
- Assist with the creation of a yearly PIA budget as well as working with Directors to ensure they are creating and following an appropriate budget for their departments.
- Responsible for payment management on tenant accounts.
- Assist with financial reporting and submission of various PIA grants.
- Coordinate with PIA’s financial consultants as needed.
- Attend on-going training provided through PIA. Some travel may be required.
- Assist with grant/project coordination.
- Other duties as assigned

Minimum Desired Qualifications:

- Bachelors degree in Accounting, Business Administration, or 3 years of work experience in a business-related field.
- Experience in QuickBooks.

Preferred Qualifications:

- Masters degree in Accounting, Business Administration, or 5 years of experience in a business-related field

Wage: DOE

Hours: Negotiable

ACKNOWLEDGEMENT

Employee Signature

Date

Tribal Administrator

Date