



Petersburg Indian Association
PO Box 1418
Petersburg, AK 99833
Phone: 907-772-3636 Fax: 907-772-3637



Job Title: Director of Accounting
Employer: Petersburg Indian Association
Job Field: Accounting/Finance
Job Status: Part-Time Permanent

Job Description:

Roles and Responsibilities: Under the supervision of the Tribal Administrator, the Director of Accounting 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, and general ledger (including W2, W3, 1099, and 1096 reporting).
- 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 records of employee flex time.
- 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 coordinate audits (ex: single audit, workers comp audit, general liability audit, etc).
- Maintain records of capital assets.
- Prepare and assist with the indirect cost proposal and its submission.
- Responsible for issuing purchase orders, assisting Directors with travel arrangements, and maintain files of trip reports.



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- 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 renter accounts.
- Responsible for financial reporting and submission of various PIA grants

Other:

- Assist with grant/project coordination
- Other duties as assigned

Minimum Required 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: 4-5 hours a day. Hours may be “flexed.”