

Sitka Tribe of Alaska
Job Description
FINANCE SPECIALIST

Exempt:	No	Grade:	4
Department:	Admin/Finance	Hours:	8:00 a.m.-4:30 p.m.
Reports to:	Finance Director	Effective Date:	June 24, 2021

I. SUMMARY

The Finance Specialist is responsible for processing timely and accurate payments for all of Sitka Tribe of Alaska's (STA) invoices and contractual obligations and is responsible for assisting with Accounts Receivable working with departments that need A/R services. This position also will be responsible for maintaining accurate Fixed Asset records and working with designated administrative staff on maintaining accurate listing of non-depreciable equipment/inventory.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the Finance Director and does not supervise any positions.

B. Accounts Payable:

- Processes vendor payments in accordance with the STA Accounts Payable Policy and Procedures
- Receives and reviews invoices, filing open invoices for reference and payment
- Reviews purchase orders
- Matches purchase orders with invoices, calculates discounts, due dates, check amounts, and enters data for payments
- Prepares Accounts Payable reports – maintains aged invoice reports.
- Prepares checks for processing and payment to vendors after reviewing aged report with Finance Director
- Prepares checks for processing and payment for re-occurring payments and contracts
- Performs account analysis and account reconciliation
- Maintains the vendor listing with correct information
- Investigates and reconciles vendor statements with payments
- Prepares and generates year-end 1099s
- Ensures compliance with department policies and procedures
- Assists in preparation of the annual year end audit reports as requested by Finance Director

C. Accounts Receivable

- Verify cash submitted by enterprises and other departments within STA
- Make bank deposits and enter cash receipts journals in a timely manner (as soon as deposits are made)
- Prepare billings of services provided by STA departments
- Generate customer billings, record accounts receivable, and track payments
- Generate month-end statements on all open accounts and reconcile A/R on a continuous basis
- Prepare reports and account summaries as required and/or scheduled by Finance Director

D. Fixed Assets/Non-Depreciable:

- Assists in maintaining fixed assets records, including date purchased, department funding source, amount of purchase utilizing Excel; share fixed asset information with STA accountant
- Assists in monthly preparation of control spreadsheets with latest fixed assets information (transfers, additions, and deletions)
- Assists in preparation of the annual year end physical fixed asset inventory

E. Cross-training with other Finance Department positions

- Cross train so you are familiar with Payroll Technician duties and responsibilities
- In the absence of other finance office staff, temporarily assist in any other required duties as requested by the Finance Director

F. Meetings, STA Reporting and Professional Conduct

- Always maintains confidentiality of all financial information
- Keeps Finance Director informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Participates in weekly meetings of the Finance Department
- Attends STA all staff meetings
- Participates in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Children's Christmas Party, Annual Native American Heritage Month Parade, and Annual Herring Dinner
- Responds to questions and comments in a courteous and timely manner
- Prepares other documents requested by Finance Director
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- Graduation from high school or possession of a GED

B. Experience

- Three years of general accounting experience

Or

- Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work (full documentation required)

C. Additional Requirements

Knowledge, Skills and Abilities:

- Knowledge of basic accounting principles and procedures
- Knowledge and experience with Accounts Payable and Fixed Assets/Non-depreciable
- Possess strong analytical, problem solving and organizational skills
- Ability to use an integrated accounting software system and Microsoft Excel in budget and report generation
- Ability to handle confidential employee and administrative information with tact and discretion
- Ability to accurately handle multiple tasks
- Ability to operate a ten-key calculator
- Ability to communicate well with others, both orally and/or in writing
- In previous employment, demonstrated ability to be a reliable worker

IV. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

V. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.
- Who has ever been convicted of, pled guilty or no contest to, or has a current pending charge of, a felony;
- Who has ever been convicted of or pled guilty or no contest to a crime involving theft or dishonesty or a violation of a gambling law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.