St. Mary's Native Corporation

St. Mary's
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Anchorage
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TITLE	Accounting Technician (Payroll - A/P)	**LOCATION**	Anchorage, AK
TYPE OF POSITION	Full-Time, Regular	**SCHEDULE**	M-F, 8am-5pm
FLSA STATUS	Non-exempt	**REPORTS TO**	Accountant
SUPERVISES	N/A	**DATE POSTED**	September 25, 2020

JOB SUMMARY:
The Accounting Technician works under the general direction of the Accountant. The Accounting Technician will perform a variety of accounting duties in a timely and accurate manner. Primarily responsible for the review and posting of the Payroll in accordance with State & Federal laws as well as Contract, SCA, Davis Bacon and Corporate requirements. Also responsible for all Accounts Payble Functions.

JOB DUTIES:
- Maintains the payroll systems, including controls to ensure that the payroll system reflects complete and authorized standing data.
- Authorized standing data includes, but is not limited to new hires, terminations, pay rate changes, and payroll deductions.
- Ensures that disbursements of company funds are for valid services performed.
- Ensures payroll calculations are based on authorized and accurate transactions.
- Prepares payroll deductions and benefits, both voluntary and compulsory.
- Ensures that payroll deductions and benefits records are adequately identifiable in the general ledger and that the payments to third parties are timely and accurate.
- Payroll deductions include, but are not limited to tax payments, child support, HSA contribution, workers' compensation, vacation and personal leave, and SCA benefits.
- Prepares weekly and biweekly payrolls and related weekly, monthly, and quarterly reports.
- Processes other payrolls and related weekly, monthly, and quarterly reports as required (i.e., Davis-Bacon).
- Prepares accounts payable coding vouchers.
- Processes the weekly Accounts Payable check-run and unscheduled check runs.
- Maintains all accounts payable files.
- Prepares various monthly, quarterly, and annual financial reports.
- Reviews coding accuracy for assigned accounts. Identifies and reconciles account discrepancies. Conducts audit preparation.
- Assures compliance with the regulatory standards and policies and procedures of accounting.
- May perform incidental tasks related to the position as well as various duties, as assigned, to support the overall objectives/goals of the team.

REQUIRED QUALIFICATIONS:
- Associates degree in accounting or related field
    - Progressively responsible professional work experience may be substituted on a year-for-year basis for college education.
- Non-Supervisory - Three (3) years of payroll and/or accounting experience. An equivalent combination of relevant education and/or training may be substituted for experience.

- Valid Drivers License with acceptable driving record.

DESIRED QUALIFICATIONS:
- Experience in Alaska Native Corporations
- Experience with Government Contracting, Service Contract Act, Davis Bacon, Union CBA's and job costing beneficial

REQUIRED SKILLS:
- 10-key by touch
- Skill in operating a personal computer and utilizing MS Office; Outlook, Excel, Word and PowerPoint
- Understanding of Generally Accepted Accounting Principles (GAAP)
- Strong organizational and project management skills with attention to detail
- Skill in establishing and maintaining effective working relations with co-workers, contractors, and representatives from other local, state and Federal organizations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in addressing sensitive issues and situations and dealing with individuals with a wide array of cultural, political, educational, socio-economic, geographic and linguistic backgrounds
- Knowledge of federal government accounting
- Knowledge of developing indirect rates
- Knowledge of applicable computer system software programs.
- Knowledge of general ledger and journal entries, account reconciliation, account payables and account receivables.
- Knowledge of financial budget account analysis, tracking, and reporting.
- Knowledge of job cost accounting, fixed assets and depreciation, audit preparation, deferred revenue sharing, and allocation funding.
- Knowledge of the regulatory requirements and policies and procedures of accounting.
- Skill in working independently.
- Skill in using analytical and research skills in performance of job duties.
- Skill in performing variance analysis of budgeted accounts.

WORKING ENVIRONMENT:
The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS:
The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION:
It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

PREFERENCE STATEMENT:
SMNC grants preference to qualified SMNC Shareholders first, and second to qualified shareholders of other Alaska Native corporations that grant a similar preference in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related

instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.