

# Ahtna Netiye'

## JOB ANNOUNCEMENT

Requisition # AN-12-01-04

Posting Effective: 01/19/2012

Application Review Date: 02/05/2012

**Job Title:** Accounting Specialist

**Location:** Anchorage, AK

---

**Reports to:** Corporate Controller, AK Division

**FLSA Status:** Non-Exempt

**To Apply:** submit application or resume to [ahtnajobs@ahtna.net](mailto:ahtnajobs@ahtna.net) or fax application to 907-868-8268. Applications can be downloaded at [www.ahtnajobs.com](http://www.ahtnajobs.com) Resumes will be accepted, but **MUST** be accompanied with a signed application.

### **Summary:**

This is a non-supervisory position which performs a variety of complex accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records

- Prepare postings for multiple subsidiaries
- Performs accounting work involving the preparation, reviewing, processing, reconciliation and maintenance of financial documents for the purpose of reporting accounting data in the general ledger
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures
- Monitor and review accounting and related system reports for accuracy and completeness
- Reconciliation activities and variance analysis
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems
- Review documents for financial coding, accuracy, and appropriate documentation
- Provides back up payroll and A/P support
- Other duties as assigned

**Minimum Qualifications:** These are the minimum qualifications to be considered for this position

- A minimum of three (3) years of progressively responsible accounting or payroll experience with increasing levels of responsibility that demonstrate ability to meet core competency requirements
  - Two years of experience may be substituted by an Associate's degree in Accounting, Finance or Business Administration
- High School Diploma, or equivalent, required
- Valid Driver's License

Ahtna Netiye'  
406 W. Fireweed Lane, Suite 101  
Anchorage, Alaska 99503

(Revised: January 2012)

- Experience and knowledge of Alaska Native cultures preferred

### **Core Competencies:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Accounting/Finance** – The individual has a basic understanding of GAAP and has a working knowledge of general ledger, accounts payable, accounts receivable, payroll, income tax and banking
- **Change Management** – Develops workable implementation plans, communicates changes effectively, builds commitment, overcomes resistance, prepares and supports those affected by change, monitors transition and evaluates results
- **Law and Government** -- Knowledge of federal, state and local laws, legal codes, ordinances, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process as related to the essential functions of this job
- **Oral and Written Communication** – The individual demonstrates group presentation skills, prepares and delivers written reports, conducts meetings and negotiates with employees, subcontractors and clients.
- **Software & Reporting** - The individual is highly experienced in advanced features of MS Word and Excel with working knowledge of the other software tools within the Microsoft Office Suite and has a demonstrated knowledge of computerized database applications

### **Core Competencies from Employee Handbook (For All Positions):**

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Understands that co-workers are internal customers and delivers excellent service
- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- **Initiative** - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed
- **Innovation** - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, presents ideas and information in a manner that gets others' attention
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, and participates in meetings. Writes clearly and informatively, varies writing style to meet needs, presents numerical data effectively and is able to read and interpret written information. Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- **Quality Management** – The individual looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality and demonstrates accuracy and thoroughness
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions or behaviors and uses equipment and materials properly
- **Teamwork** - Focuses on solving conflict, maintains confidentiality, keeps emotions under control, tries new things, balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests

**Pursuant to PL 93-638, as amended, preference will be given to qualified Ahtna Native Corporation Shareholders, Descendents and Spouses, Alaska Natives and American Indians in all phases of employment. Ahtna and its subsidiaries are EEO/AA employers**