



# Native Village of Afognak

To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago

## Accounting Assistant

### Job Description

Reports to: Accountant  
Classification: Regular Full-Time, non-exempt

#### Job Summary:

Performs various accounting and financial functions including but not limited to accounts payable, accounts receivable and payroll, as described by supervisor.

#### Responsibilities:

- Performs the reconciliation and maintenance of all bank accounts and credit cards
- Process accounts payable, accounts receivable, vendor invoices and payroll.
- Maintains vendor account files
- Assists Accountant with quarterly and annual tax reports for payroll and accounts payable such as the 941, Quarterly State ESC, 940, W-2s, W-3, 1099's and 1096.
- Maintain strict confidentiality in all matters.
- Perform other duties as assigned

#### Dig Afognak

All NVA employees assist with the logistics of the Annual Dig Afognak Camps & Fundraiser, which may include coordination meetings, driving campers and purchasing supplies, arranging travel for guests, and other duties.

#### Required skills:

- Ability to multitask and prioritize tasks
- Excellent time management skills
- Well-developed organizational skills
- Attention to detail
- Work well under pressure; meeting multiple deadlines.
- Great verbal and written communication skills

#### Minimum Requirements

- Must have a valid driver's license with a clean driving record
- Individual must be a team player with the ability to work independently
- Must be sensitive to community cultural values and knowledgeable of the Alutiiq community
- Must be willing to travel for training opportunities and/or conferences



- Associate degree (A.A.) or equivalent preferred; or two to five years related experience and/or training; or equivalent combination of education and experience in accounting.
- Excellent oral and written communication, and telephone skills
- proficiency in the operation of a PC, financial accounting software, and word processing programs.

Preference given to qualified NVA Tribal Member or descendant.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)

To Apply: Submit resume and cover letter to the Native Village of Afognak Office or email them to [tribe@afognak.org](mailto:tribe@afognak.org).