



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 Clerk

Job Summary: The Accounting Clerk performs daily financial tasks for the Tribe, including accounts payable, accounts receivable, and payroll. This role ensures accurate financial recording and supports contracted accounting services with timely reporting and audit preparation.

This non-exempt position is supervised by the Tribal Administrator and may be part-time or full-time depending on experience.

Salary: \$23.00-\$28.00 per hour

Responsibilities:

Accounts Payable & Accounts Receivable

- Process vendor invoices, check requests, credit card charges, and deposits with correct fund and subclass coding.
- Maintain complete vendor files, including W-9s, tax classifications, and supporting documentation.
- Record incoming payments, prepare bank deposits, and ensure transactions are accurately documented.
- Review invoices and payment requests for proper coding, required documentation, and accuracy.
- Schedule ACH payments, checks, and wire transfers to prevent late fees and avoid duplicate payments.
- Verify expenditures are assigned to the correct accounting period.
- Respond to vendor inquiries and maintain organized financial records in accordance with NVA policies and federal award requirements (2 CFR Part 200).
- Ensure payment runs, payroll disbursements, and journal entries receive required approval before processing.

Payroll

- Process biweekly payroll accurately and on time.
- Verify timesheets, pay adjustments, leave balances, and employee deductions.
- Maintain secure payroll files and support quarterly and annual payroll tax reporting (e.g., 941, 940, W-2, 1099).
- Enter new employees into payroll and accounting systems and confirm all hiring documents are complete before their first payroll cycle.

Financial Support Functions

- Scan, upload, and organize financial documentation for recordkeeping.
- Assist with monthly close, annual audit preparation, and reconciliations.
- Support contracted accounting services by providing necessary accounts payable, receivable, and payroll records.
- Help maintain documentation for gaming reports.
- Assist the Tribal Administrator and accounting contractor as needed and perform additional duties as assigned.
- Maintain strict confidentiality in all financial and personnel matters.

Minimum Requirements:

- Strong oral and written communication skills.
- Proficiency in QuickBooks Online or complete training within 30 days of hire.

- Experience with PCs, accounting software, and Microsoft Office (especially Excel).
- Highly organized, detail-oriented, and able to manage multiple tasks and deadlines.
- Ability to identify discrepancies and resolve issues efficiently.
- Awareness of and sensitivity to community cultural values.
- Ability to maintain confidential financial records and collaborate effectively with staff, Council, vendors, and Tribal Members.
- Ability to work independently while following established policies and procedures.
- Physical ability to sit for extended periods, operate office equipment, move around as needed, and occasionally lift up to 40 lbs.
- High School Diploma or GED required.

Preferred Qualifications

- Two years of accounting, bookkeeping, or accounts payable experience preferred.
- Additional education in accounting or business may substitute for some experience.
- Experience with QuickBooks Online.
- Experience working in Tribal government or Tribal organizations.

Applicants must complete a federal background check process clear of barrier crimes such as sexual assault, child abuse or other violent offences, robbery, felony-level drug offences, etc.

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, and other duties.

Native Village of Afognak Employee Benefit Summary

Full-time permanent staff receive multiple benefits from NVA, including the following:

- 401(k) matching at 6% after one year of employment
- Health insurance
- 12 paid holidays (including employee's birthday)
- 24 days of paid leave annually (with increases after 2 years of employment)

Preference is given to qualified NVA Tribal Members or descendants. NVA is an Equal Opportunity Employer. Preference is extended to qualified American Indian/Alaska Native individuals under applicable federal law.