

**Sitka Tribe of Alaska**  
**Job Description**  
**ACCOUNTING & PAYROLL SPECIALIST**

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<b>Exempt:</b>	No	<b>Salary:</b>	DOE
<b>Department:</b>	Admin/Finance	<b>Hours:</b>	8:00a.m. -4:30p.m.
<b>Reports to:</b>	Finance Director	<b>Effective Date:</b>	February 1, 2020

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## **I. SUMMARY**

Provide administrative and finance support to in the Finance Department in accounting/payroll. This position is responsible for setting a positive and professional appearance to the finance department. This position is responsible for keeping the day-to-day functions moving forward and to track and maintain a fast-paced work environment. To successfully perform the job, must adequately perform all duties and responsibilities outlined below.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Supervision and Authority**

Reports to the Finance Director and does not supervise any position.

### **B. Payroll**

- Perform all aspects of the monthly payroll process
- Ensure that payroll timesheets comply with Sitka Tribe of Alaska standards, verifying validity and accuracy
- Enter time sheet data into the electronic payroll database including employee deductions such as withholding tax and benefit data
- Prepare and review payroll registers
- Prepare final payroll, paychecks, and reports according to STA payroll policy
- Prepare and maintain payroll record electronic and hard files, including information on pay rate, deductions, and benefits
- Prepare payments for payroll taxes and benefit payments to appropriate State, Federal, or agencies
- Maintain wage, benefit, personal leave, and sick leave files
- Answer payroll processing questions from employees, assist employees as necessary in filling out payroll related forms
- Oversee the preparation of reconciliation, quarterly, annual, year-end reports, and W-2s/W-3s
- Assist in the preparation of reports and account summaries as requested
- Prepare any annual year-end audit reports as requested by supervisor

### **C. Accounting/Finance**

- Perform reconciliations for all STA accounts; coordinate with AP/AR Technician in acquiring data backups for reconciliation sheets; create, save, and print the final reconciliation sheet(s) for filing monthly
- Process Journal Entries to appropriate funds and departments for ACH, interests, charges, and fees; assist the Controller and Finance Director with journal entries as needed
- Process all purchase orders, tracking and closing
- Maintain and process the STA credit card statement data entries and make sure that the charges for the monthly credit card statement are entered before the quarterly financial reports; acquire credit card receipts from employees, board, or staff to match the charges on a continuous basis  
Assist with AP/AR tasks: process accounts payable, data entries; enter A/R
- Participate in annual year-end preparation

### **D. Meetings, STA Reporting and Professional Conduct**

- Keep Finance Director informed on work progress, including existing and potential problems
- Maintain close communication with Controller and/or Finance Director as needed and participate in regular Finance Department staff meetings
- Respond to questions/comments in a courteous and timely manner
- Maintain confidentiality of all financial information
- Fill in for other finance office staff as needed; create/maintain desk manual for use by fill-in staff
- 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**

- Associate Degree from an accredited college or university with Accounting or closely related degree

### **B. Experience**

- Three years of general accounting/accounting related 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**

### **D. Knowledge, Skills and Abilities:**

- Knowledge of basic accounting principles and procedures
- Knowledge of payroll and budget accounting, and bank reconciliation
- 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 multiple tasks
- Ability to handle confidential employee and administrative information with tact and discretion
- Ability to operate a ten-key calculator appropriate to assigned duties
- Ability to communicate well with others, both orally and in writing, using technical and non-technical language
- In previous employment, demonstrated ability to be a reliable worker

## **IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

## **V. PREFERENCE**

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

## **VI. 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 found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming 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.

APPROVED:

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General Manager/Deputy General Manager

Date