



JOB DESCRIPTION

POSITION TITLE:	Finance & Administrative Technician
SUPERVISOR GROUP	Finance Director
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Clerical
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Regular, Full-Time

POSITION SUMMARY:

Reporting to the Finance Director, the Finance Technician will have a range of practical accounting tasks with the responsibility for maintaining and updating financial records and transactions. Responsible for financial functions such as accounts payable, payroll and assisting in the administrative support as needed for AHA and the finance department.

ESSENTIAL FINANCE FUNCTIONS

- Assist in the day-to day operations and administrative activities for the finance department Assisting in the preparation of accounts
- Using computerized financial systems and spreadsheet applications
- Knowledge of Chart of Accounts
- Prep and participate with Audits as directed
- Report financial related issues to the Finance Director
- Reconciliation of accounts as directed
- Collaborate with departments for reporting requirements for project and funding sources
- Execute all other reasonable duties as assigned by the Finance Director

ESSENTIAL ADMINISTRATIVE FUNCTIONS

- Answer and direct telephone calls,
- Provide administrative support to other departments as necessary
- Serve as an assistant recording secretary for the Board of Commissioners, as assigned
- Assist in the planning and organization of company functions

KNOWLEDGE AND SKILLS

- Recording and handling company expenses, receipts, and payments
- Issues payments with approval by Department and Finance Directors
- Maintains all vendor information and completes credit applications as needed
- Maintaining and reconciling employee travel from initial payment to final closeout
- Reconcile payable accounts to statements
- Maintain and update all utility records for accurate reporting
- Knowledge of maintaining a high standard of collaboration to accomplish programmatic and operational tasks.
- Understanding of administrative ethics of fiscal management and reporting
- Passion and integrity
- Strong management, organizational, and communication skills
- Strong knowledge of office policies and procedures
- Ability to work with diverse groups of people with a commitment to customer service.
- General knowledge of accounting principles and practices
- Knowledge of standard office policies and procedures

- General knowledge of office equipment with the ability to run a 10-key
- Experience with bookkeeping software

EDUCATION AND EXPERIENCE

Must have a High School Diploma or equivalent with three years directly related work experience. Must be computer literate and have strong typing, administrative, and organizational skills.

SUPERVISION EXERCISED

This position does not have supervisory responsibilities.

WORKING CONDITIONS

This position primarily functions in an office environment with significant personal computer activity and is primarily sedentary in nature.

OTHER REQUIREMENTS:

A current printout from DMV of employees’ driving record and Alaska Driver’s License is mandatory if employee is required to hold a driver’s license for the particular job.

Participation in continuing education and training both provided by the Aleutian Housing Authority (AHA) and not provided by AHA, whenever possible.

AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHA’s policies.

GENERAL

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Aleutian Housing Authority reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Employee: _____ Printed Name/Date _____

Employee Supervisor: _____ Date _____

Executive Director: _____ Date _____