

Inspiring Personal Independence

SOUTHEAST ALASKA INDEPENDENT LIVING



3225 Hospital Drive, Suite 300 Juneau, AK 99801 | PH: 800.478.7245 | FAX: 888.521.4869

Job Title: Accounting Assistant

Hours: 20-37.5 hrs./week (benefits available at a minimum of 30 hrs. per week)

Location: Juneau

Department: Administration

FLSA: Status: non-exempt

Salary range: \$25-40 DOE

Reports to: Bookkeeper

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position: Accounting Assistant is responsible for day to day accounting tasks as described below.

Responsibilities & Duties:

- Process Credit card receipt logs to include making sure items are coded by purchaser or directors and entering into Quickbooks
- Process credit card statement by locating and attaching all receipts for the statement period and reconciling in Quickbooks
- Pay bills as needed (usually once a week)
- Processing check payments after checks are signed to include mailing check and filing check stubs with backup attached
- Collect timesheets to include assuring that timesheets are signed, leave hours are recorded and that sheets are printed and ready for input in Quickbooks.
- Maintain Accounting filing system to include making new files as needed and filing all accounting documents
- Processing deposits to include receiving payments in Quickbooks from deposit logs and printing and recording payments for the State IRIS system
- Accounts Receivable follow up for unpaid invoices
- Process check requests received and signed by directors
- Process emails to include printing out emailed documents and answering questions
- For United Human Services of SE Alaska (SAIL bills time to UHS for reimbursement)
 - Receiving rent checks for UHS and making deposits. Paying UHS invoices and mailing checks.
- Carry out other duties as assigned

Skills & Experience Required:

- 2 years of experience that demonstrates a working knowledge of accounting principles, grant management and accounting cycles or combination of education and experience and working knowledge of accounting principles, grant management and accounting cycles. Will train where applicable.
- Ability to work under pressure and meet tight deadlines.
- Expertise with personal computers, including database management.

Core Competencies:

- Ability to be flexible.
- Ability to communicate and work well with a variety of individuals.
- Ability to problem solve situations as they arise.
- Detail oriented.
- Ability to prioritize work when given competing demands.
- Sense of humor in a variety of situations.
- A commitment to social justice and equity for those SAIL serves and the people we employ.

Work environment: SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

NOTES: This position is eligible for a flexible work schedule. This position may include travel around Alaska and outside of the state at times. Southeast Alaska Independent Living (SAIL) is an at-will employer.

Disclaimer: *This Position Description reflects the best efforts of SAIL to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.*

Employee Signature: _____ Date: _____