



POSITION DESCRIPTION ACCOUNTING MANAGER

POSITION SUMMARY:

Formed under the Alaska Native Claims Settlement Act of 1971, Kijik Corporation is the Alaska Native Village Corporation representing the community of Nondalton, Alaska. The mission of Kijik Corporation is to Generate sustainable profits while recognizing the unique diversity of Kijik lands and peoples. Kijik Corporation is hiring an Accounting Manager to work out of the Anchorage office and support corporate and subsidiary accounting functions.

REPORTS TO:

Kijik Corporation President and Chief Executive Officer (CEO) or Designee.

EMPLOYMENT STATUS:

This position is full-time exempt with average of 40 hours of work per week or 80 hours over a two-week pay period.

SALARY RANGE:

Depends on experience and qualifications: \$93,600 to \$110,000 salary per year for full-time status.

LOCATION AND WORK SCHEDULE:

The position location is Anchorage, Alaska, at the Kijik Corporation main office, 801B Street, Suite 401B. Free parking is available at the building in designated parking area for building 801B. Core business hours are Monday – Friday 9am-5pm. Employees may adjust start and end times based on business needs and the approval of the CEO. Remote work may be acceptable with approval from supervisor.

Working Environment: Generally, indoor office environment. While outdoors may be subject to site conditions, changes in temperature, weather conditions and noise levels.

DUTIES:

The Accounting Manager is an active participant in communication between Kijik's executive management, corporate controller, subsidiary managers as well as sr. project managers. This position is also responsible for all working across corporate and subsidiary under general supervision on routine accounting duties related to job cost accounting, audit preparation, general ledger account reconciliation, bank reconciliation, deferred revenue, allocation funding, vendor research, payroll, journal entry preparation and documentation, grants and restricted revenue, invoicing and accounts receivable and/or accounts payable. Additional duties involve supporting contract and grant related accounting functions such as tracking and reviewing project costs; labor, employee expense reports, subcontractor/consultant invoices and vendor invoices, ensuring proper coding (project, account, and organization) of all direct project costs.



Specific duties and tasks for the Accounting Manager include:

- Supports the safeguarding of assets, follows and reinforces accounting policies and procedures.
- Prepares journal entries and reviews accounting classification in accordance with generally accepted accounting principles.
- Reconciles, analyzes and reviews revenues, expenses and general ledger accounts. Updates, reviews, reconciles and manages various accounts, balance sheets, general ledgers, statements and spreadsheets.
- Assists in the month-end and quarterly close, including the review of financial statements. Reviews coding accuracy for assigned accounts.
- Identifies and reconciles account discrepancies.
- Assists with audit preparation.
- Provides accounting support to internal and external customers. Acts as an accounting technical resource to others.
- Complies with the regulatory standards, policies and procedures of accounting. Performs representative duties for assigned business areas. Produces and processes invoices and receivables.
- Generates standard and ad-hoc accounting reports as needed.
- Accountable for timely and accurate completion of assigned tasks.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- Possess a current valid driver's license.
- A bachelor's degree in accounting, finance, business or a related field, or progressively responsible professional work-related experience.
- Two (2) years of applicable professional experience.
- Maintain a high degree of confidentiality, integrity, and tact in dealing with sensitive information.
- Maintain a high level of accuracy and attention to detail in preparing information.
- Possess strong analytical skills to review, evaluate, and synthesize information.
- Possess superior organizational and information management skills, including time management.

REQUIRED SKILLS:

- Knowledge of generally accepted accounting principles and their application.
- Knowledge of basic budgeting and accounting policies and procedures.
- Knowledge of general ledger accounting including adjusting journal entries, account reconciliation, accounts payable, accounts receivables.
- General understanding of payroll related activities and reporting for oversight purposes.
- Knowledge of applicable computer system software programs.



- Knowledge of job cost accounting, grants and restricted revenue, deferred revenue, and allocation funding.
- Demonstrated skill in using Microsoft Excel.
- Skill in working independently, multitasking, prioritizing projects and meeting deadlines.
- Skill in using analytical and research skills to define and solve problems.
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in written and oral communication.

PREFERRED QUALIFICATIONS:

- Experience with Tribes and Alaska Native Corporations.
- Experience in accounting with federal grants contracts.

PREFERENCE STATEMENT:

Hiring preference in favor of Kijik Corporation Shareholders to the greatest extent allowed by law.

APPLICATION OPEN AND CLOSE DATES:

Position opening date: January 23, 2024

Position closing date: February 23, 2024

APPLICATION SUBMISSION INSTRUCTIONS:

To apply for this position, please provide a resume and list three (3) professional references and submit via email to info@kijikcorp.com. All applications received prior to the closing date will be reviewed.

Note: This position is subject to a background check.