



## **Vacancy Announcement**

### **Finance Clerk**

Position Title: Finance Clerk  
Salary: DOE  
Date of Hire: October 1, 2022 or until filled  
Location: Fairbanks, AK

#### **Scope of Position and Summary:**

The Alaska Native Women's Resource Center (AKNWRC) seeks an organized, creative, mature and dedicated individual to fill the position of Finance Clerk. Under supervision, the finance clerk performs a wide variety of financial record keeping duties. These duties include bookkeeping, tracking leave accrual, filing documentation and financial reporting. The nature of work may require mandatory compensatory time including night, weekends, and holidays..

This person will receive day-to-day oversight from the Finance Director (remotely) and will work closely with the Senior Bookkeeper, who may assign tasks. In addition, this individual will work as a member of a team with other staff, consultants/contractors and the Board of Directors as needed.

Our office is located in Fairbanks, Alaska. We are an equal opportunity employer offering an excellent salary. Position open until filled and dependent on available funding (including grants and other sources). Salary is commensurate with experience.

#### **About the AKNWRC:**

The Alaska Native Women's Resource Center is a non-profit Technical Assistance organization dedicated to strengthening local, tribal responses to interpersonal violence through community organizing efforts advocating for the safety of women and children especially victims of domestic violence and/or sexual assault and how it effects our villages and families. Our mission is to uphold the sovereignty of Alaska Native tribal nations so we can restore safety for Native women and their children.

**Responsibilities:**

- Assists in maintaining the organization's financial records
- Prepares invoices for payment
- Investigates and resolves all inquiries with billing and invoicing
- Assist with data entry into accounting system
- Assists in preparing various financial reports for management to forecast personnel and service costs.
- Assists in preparing a variety of forms, correspondence, and internal memos
- Tracks employee leave and uploads into QB time software
- Assist with troubleshooting QB Time software issues, as needed
- Prints and files electronic timesheets, every pay period and files appropriately
- Assists in managing the payroll system and processing paychecks according to the established pay cycle
- Assists in preparing and maintaining the budgets and special projects
- Assists with documenting procurement processes
- Assist with documenting conflict of interest disclosures
- Performs other financial activities as required
- Other duties as assigned

**Qualifications:**

The incumbent must have proficient knowledge in the following areas:

- Knowledge of policies and practices associated with financial management
- Computerized accounting programs, preferably Quickbooks Non Profit and QB Time
- Knowledge and ability in the use of a personal computer and software applications (Microsoft Word, Excel, Powerpoint, etc.)
- Accounts payable and receivable processes
- Knowledge of personnel policies and procedures
- Willing to learn administration of employee benefits
- Payroll systems
- An understanding of relevant federal rules and regulation regarding management of federal funds or willingness to learn.
- Ability to adhere to strict confidentiality policies in performing the duties of the Finance Clerk.

Skills - The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Analytical and problem solving skills
- Ability to communicate both written and verbally
- Strong organizational skill and attention to detail
- Skill in preparing written communication
- Ability to prioritize and multi-task as needed

- Typing skills to ensure quick and accurate data entry

Personal Attributes - The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible
- Demonstrate sound work ethic
- Self-motivated with the ability to work in a fast moving environment

**EDUCATION and/or EXPERIENCE:**

1. A minimum of 1 year of experience in finance and/or grant management
2. Experience working with an automated financial management system
3. Knowledge in the area of financial recordkeeping, invoicing and budgeting
4. Ability to type adequately to perform duties at an efficient pace

Interested applicants may apply by sending a cover letter, resume, and list of three references to [recruitment@aknwrc.org](mailto:recruitment@aknwrc.org)