



Vacancy Announcement Finance Assistant

Position Title: Finance Assistant
Salary: DOE
Date of Hire: 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 Assistant. The Finance Assistant is a hybrid position responsible for filling the role of receptionist at the front desk, answering phones and assisting the finance department.

This person will receive day-to-day oversight from the Finance Director (remotely) and will be a member of the Finance Team working closely with the Senior Bookkeeper, Travel Coordinator and Finance Clerk. In addition, this individual will work as a member of the larger AKNWRC team with other staff 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. Alaska Native preference applies.

About the AKNWRC:

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

Responsibilities:

- Answer Phones
- Greet people in the reception area
- Assists in maintaining the organization's financial records
- Prepare purchase requests as needed
- May assist with preparing invoices for payment
- May assist with data entry into accounting system or excel workbooks
- Assists in preparing a variety of forms, correspondence, and internal memos
- Prints and file electronic timesheets, every pay period
- Assists with documenting procurement processes

- Assist with health and disability insurance management
- 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:

- Computerized accounting programs, preferably Quickbooks Non Profit and QB Time
- Knowledge and ability to use a computer and software applications (Microsoft Word, Excel, Powerpoint, etc.)
- Willing to learn and assist with the administration of employee benefits
- Ability to manage paper and electronic filing systems
- Ability to adhere to strict confidentiality policies in performing the duties of the Finance Assistant.
- Knowledge of basic policies and practices associated with financial management helpful

Skills: The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Ability to communicate both written and verbally
- Strong organizational skill and attention to detail
- Ability to prioritize and multi-task as needed
- Computer skills including average typing proficiency

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. High School Diploma or equivalent.
3. Knowledge in the area of financial record keeping and invoicing is helpful.
4. Computer skills to adequate 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