



EASTERN ALEUTIAN TRIBES
3380 C Street, Suite 100
Anchorage, Alaska 99503
Telephone (907) 277-1440
Fax (907) 277-1446
www.eatribes.org

RECRUITMENT BULLETIN

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|------------------|--|----------------------|-------------------|
| POSITION: | Grants Accountant/Senior Grants Accountant | LOCATION: | Anchorage |
| PROGRAM: | Finance | SALARY: | \$DOE |
| FLSA: | Exempt, Regular Full Time | CLOSING DATE: | Open until Filled |

PURPOSE OF POSITION:

Reporting to the Finance Director, the Grants Accountant will, under limited supervision, use comprehensive computer based finance and accounting systems to perform complex and routine technical accounting functions, and for the preparation and submittal of expenditures reports to State, Federal, and private funding agencies, budget preparations, and continuous monitoring of grant financial transactions. Supervise Accounts Payable/Accounts Receivable Accounting Technicians. Will assist and complete all of the accounting functions and assure that proper accounting procedures and controls are being followed. Work with Directors, Managers, and/or Coordinators of grants to submit grant narrative reports. This position may be hired at either the Grants Accountant or Senior Grants Accountant level.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer-based financial and accounting systems. Working knowledge of current generally accepted accounting practices and principles. Skill in preparation of financial statements and reports. Skill in preparation of grant expenditures and monthly reporting. Skill in operating a personal computer and standard office programs. Skill in operating a variety office machines. Skill in centering data into a computer accurately and efficiently. Skill in attention to detail and problem solving. Ability to analyze financial data. Ability to efficiently operate a computer terminal and data base software programs. Ability to type accurately and with sufficient speed to accomplish assigned tasks within given timelines. Ability to efficiently operate a ten-key machine. Ability to work independently from general instructions and broad work expectations. Ability to communicate detailed information clearly and concisely to widely diverse individuals in a courteous manner to present a positive image of Eastern Aleutian Tribes. Ability to perform moderately complex mathematical calculations. Ability to communicate detailed information clearly and concisely. Ability to maintain sustained attention to detail and work under the pressure of strict timelines. Ability to coordinate activities with other work groups to provide a comprehensive service. Ability to organize and prioritize tasks.

MINIMUM QUALIFICATIONS:

Grants Accountant: Bachelor's degree in accounting, or closely related field. Two (2) years of progressively responsible accounting experience. One (1) year grant accounting experience with increasing responsibilities. Experience in Tribal Health accounting preferred. Equivalent combination of education and experience may be substituted to meet the qualifications. Senior

Grants Accountant: Bachelor's degree in accounting or closely related field. Three (3) years of progressively responsible accounting experience. One year supervisory experience. Two (2) years grant accounting experience with increasing responsibility. Experience in Tribal Health accounting preferred. Equivalent combination of education and experience may be substituted to meet the qualification.

TO APPLY:

For a full position description, please contact Human Resources @ (907) 564-2506 or email TinaC@eatribes.net. Interested candidates should submit a resume/CV **AND** a completed EAT employment application to:

Eastern Aleutian Tribes
ATTN: Human Resources
3380 C Street, Suite 100
Anchorage, Alaska 99503

Or

Fax to: (907) 277-1446
ATTN: Human Resources

NATIVE PREFERENCE:

Federal law (P. L. 93-638) allows Alaska Native/American Indian Preference in hiring for all positions at Eastern Aleutian Tribes.

“Working Together to Promote Healthy Communities”

Adak • Akutan • Cold Bay • False Pass • King Cove • Nelson Lagoon • Sand Point • Whittier