

Title:	<b>Accounting Specialist II</b>	Date:	March 2018
Classification:	Professional	Safety:	Contact
Reports to:	Accounting Supervisor	FLSA:	Non-Exempt
Department:	Finance	Grade:	10
Location:	ASNA	Salary:	\$28.52 DOE

**Arctic Slope Native Association, Ltd exercises Native preference in hiring and training (PL 93-638).**

### **Brief Summary:**

Responsible for performing a variety of tasks related to accounts payable at ASNA. Daily duties include setting invoices up for payment, ensuring that vendor payments are up to date, assisting with check runs and maintaining positive relationships between ASNA and its vendors.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Desired Knowledge, Skills and Abilities:**

Ability to perform detailed numerical work with speed and accuracy

Ability to prepare financial and other records in a systematic, neat, legible manner.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to carry out written, oral and diagram based instructions

Must be able to maintain strict confidentiality

Knowledge of Microsoft Word, Microsoft Excel, Great Plains, Concur and E-mail.

Proficient in the following office skills; records information management, telephone etiquette, keyboarding/typing, and customer assistance.

Ability to prepare reports and do research and analysis for senior accounting staff.

### **Education and Experience**

Three years of experience in accounting plus hours towards an Associate's Degree, or

Two years of experience in accounting plus an Associate's Degree, or

Bachelor's Degree in accounting

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.  
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*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.*