



Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-8600 - Office (907) 443-8652 - Fax

JOB DESCRIPTION

JOB TITLE: Finance Specialist, AR and Payroll
JOB STATUS: Regular Full Time, Non-Exempt
REPORTS TO: Finance Director

POSITION SUMMARY:

Under general supervision, provides routine and some advanced accounting duties related to the Finance department including accounts receivable, payroll processing, account reconciliations and financial reporting in an accurate and timely manner. Also, serve as support for the processing of invoices, check requests and purchase orders.

ESSENTIAL FUNCTIONS:

- Post daily details of cash and credit card receipts.
 - Verify cash control records and maintain pertinent information in accordance with established financial administrative procedures.
 - Review, research and reconcile routine accounting transactions and account balances.
 - Process bi-weekly payroll and liabilities to include:
 - obtaining accurate timekeeping,
 - entering and distributing time in the payroll software,
 - ensuring supervisor approval for time worked,
 - calculating employee leave,
 - process employee paychecks and direct deposits and distribute paychecks,
 - print and/or copy and file paid payroll documentation.
 - Review coding accuracy for assigned accounts. Identifies and reconciles account discrepancies. Assures compliance with the regulatory standards and policies and procedures of accounting.
 - Serves as backup for other staff members. Trains support personnel on accounting and database procedures. Assists with audit preparation. Complies with the regulatory standards and policies and procedures of accounting.
 - Reconcile monthly credit card statements.
 - Analyze, forecast, and track financial budget accounts.
 - File and maintain financial records.
 - Coordinate daily deposits and create, file and maintain deposit records.
 - Prepare and deliver miscellaneous daily, weekly, monthly, quarterly and yearly financial reports.
 - Coordinate financial operations with Finance Director & CFO.
 - Provides leadership, direction and guidance to staff in accounting procedures.
 - Coordinate special projects as assigned by senior staff.
 - Performs other duties as assigned or required.
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EDUCATION AND EXPERIENCE:

- High school diploma or GED.
- Associate's degree in public or Business Administration, Management, Finance or a related field. **Associate's degree requirement may be substituted on a year-for-year basis with progressively responsible administrative experience.**
- Two (2) years of progressively responsible experience in all aspects of finance management, preferably in non-profit housing management.
- Valid Alaska Driver's License that meets BSRHA insurability criteria.

KNOWLEDGE AND SKILLS:

- Basic knowledge of and application of Generally Accepted Accounting Principles and governmental accounting practices.
- Knowledge of and ability to understand and apply principles and practices accounting including financial statement preparation and methods of financial and internal control and financial reporting.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations, including administrative and departmental policies and procedures.
- Knowledge of accounting automated systems, MIP, MS Word/Excel.
- Skill in working independently, multitasking, organizing resources, prioritizing projects, and meeting deadlines.
- Skill in using analytical and research skills in performance of job duties.
- Skill in establishing and maintaining cooperative working relationships with others.
- Ability to write and format routine business correspondence, reports, documents, manuals, and presentations.
- Ability to perform variance analysis of budgeted accounts.

PHYSICAL REQUIREMENTS:

This position is partially sedentary in nature, with significant personal computer activity, use of standard office equipment. Employee will be required to sit, stand, bend, walk, climb stairs, kneel and drive to successfully perform the essential functions of this job.

WORKING CONDITIONS:

This position functions primarily in an office environment.

This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee



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assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

This job description is not a contract for employment.

BSRHA is an Equal Opportunity Employer. Preference in the selection of qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.

Approved By: _____ **Date:** _____

Signature below acknowledges that I have received a copy of my job description, I have read and understand the requirements of this position and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date