**RECRUITMENT BULLETIN**

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB TITLE:** | Payroll Specialist | **SALARY:** | $18.25 + DOE |
| **JOB STATUS:** | Full Time, Non-Exempt | **REPORTS TO:** | Finance Director |
| **POSTING DATE:** | July 7, 2020 | **CLOSING DATE:** | Open Until Filled |

|  |
| --- |
| **POSITION SUMMARY:** |
|  |
| Under general supervision, provides routine and some advanced accounting duties related to the Finance department to include the processing of invoices, check requests, purchase orders, account receivables, account payables, payroll, account reconciliations and financial reporting in an accurate and timely manner. |
| **RESPOSIBILITIES/ESSENTIAL FUNCTIONS:** |
|  |
| * Process bi-weekly payroll and liabilities to include obtaining accurate timekeeping, entering timecards, obtaining 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. * Reviews coding accuracy for assigned accounts. Identifies and reconciles account discrepancies. Assures compliance with the regulatory standards and policies and procedures of accounting. * Identifies and reconciles account discrepancies and processes outstanding invoices. Assists internal and external customers. 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. * Updates, reviews, reconciles, and manages various accounts, balance sheets, general ledgers, statements, and spreadsheets. Processes required journal entries and fund distributions. Reconcile monthly credit card statements. Balances and analyzes data in general ledger accounts and other accounting software. * Analyzes, forecasts, and tracks financial budget accounts. Conducts variance analysis of accounts. Create, file, and maintain financial records. * Enter invoices, forward to department managers for approval and coding, quality check approved invoices and finalize invoices into BSRHA’s accounting system. Work with staff and vendors to ensure invoices that items charged to BSRHA are accurate and have been received, used or are in route. * Provide accurate information to miscellaneous financial inquiries, to include, but not limited to; financial information/verifications to employees, vendors, and tribal, state, and federal agencies. * Coordinate employee per diem, 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 Assistant Finance Director & the offsite CFO. Provides leadership, direction, and guidance to staff in accounting procedures. * Coordinate special projects as assigned by VP, CFO, and/or the President/CEO. * Performs other duties as assigned or required.   **ReRequired Qualifications**   * High school diploma or GED. * Associate degree in public or Business Administration, Management, Finance, or a related field. Associate 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. * Must be willing and able to pass a background check and drug test.   **Preferred Qualifications**   * 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 of general, fund and governmental 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, Access. * 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.   **FOR MORE INFORMATION OR TO APPLY:**  Application and full job description can be downloaded from the website [www.bsrha.org](http://www.bsrha.org), picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing [HR@bsrha.org](mailto:HR@bsrha.org). Applications may be turned in, mailed, faxed, or e-mailed to BSRHA. |