



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

Phone: 907 567-3313 / Fax: 907 567-3308

E-mail: ntc@ninilchiktribe-nsn.gov

ninilchiktribe-nsn.gov

JOB VACANCY: ADMINISTRATIVE ASSISTANT

ANNOUNCEMENT DATE: July 19, 2017

CLOSING DATE: When Filled

POSITION TITLE: Administrative Assistant

POSITION BEGINS: When Filled

POSITION TYPE: Full Time: Classified @ 40 hours/week

SALARY: DOE

POSITION SUMMARY: The Ninilchik Traditional Council (NTC) Administrative Assistant is responsible in assisting the CFO with the overall administration of the financial and fiscal management aspects of NTC operations. This position provides leadership and fiscal coordination through discharge of efficient and confidential administrative functions. This position will focus on finance department office support including assistance in providing oversight of the secretary/receptionist duties.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Operate and maintain NTC's finances through the computerized Sage Abila accounting software.
2. Assist the finance department through the implementation and processing of: payroll, accounts payable, accounts receivable, cash disbursement, cash receipts, related quarterly financial reporting, budgeting, annual audit preparation, bank reconciliations and computerized spreadsheets to assist management decisions.
3. Maintain a strict level of confidentiality in regards to all matters pertaining to the Finance Department and its operations.
4. Keep abreast of laws, regulations, and polices related to the Finance Department.
5. Ensure compliance with local, state, and federal financial requirements and laws.
6. Establish and maintain appropriate internal control safeguards and observe the separation of duties as per the NTC Policies and Procedures.
7. Ensure records systems are maintained in accordance with generally accepted accounting principles.
8. Process regular monthly invoices/bills upon coding and approval by the NTC Executive Director or NTC Deputy CEO.
9. Maintain the computerized check disbursement system in order to issue checks on a weekly basis which includes check copying, distribution and filing.
10. Assist the CFO in other related financial transactions, budget entry, deposit preparation and bank reconciliations.
11. Assist in processing timesheets and payroll related tasks in accordance with NTC policies and procedures.
12. Assist in providing oversight and implementation of the fringe benefits program for the Ninilchik Traditional Council, which include Dental, Medical, Retirement and Life Insurance benefits.
13. Inform the CFO of problems and assist in solving those problems.
14. Assist in scanning and electronically converting records.
15. Participate in and attend training in conjunction with job requirements.
16. Maintain all required NTC fiscal records and be available to provide access to those records by authorized personnel, which may include the NTC auditor or funding agencies in accordance with pertinent law and the contractual agreement between NTC and the funding agency.

17. In consultation with the Chief Financial Officer and the Executive Director, assist in providing risk management for the Ninilchik Traditional Council.
18. Use effective communication strategies to interact with a variety of audiences and personnel within the Ninilchik Traditional Council.
19. Assist CFO in providing oversight and direction of secretary/receptionist duties to include the NTC Newsletter and the NTC Library Program.
20. Assist with procurement duties in the absence the Procurement Officer or as assigned by the CFO.
21. Assist in maintaining all fiscal transactions and records. *(Originals of all documents/contracts shall be retained by the CFO in the finance office upon completion of a payment, expenditure, contract, etc.)*
22. Other duties as assigned or prescribed by the Chief Financial Officer, Executive Director or his/her designee.

STATEMENT OF QUALIFICATIONS:

- Experience in the operation of fund accounting software.
- High School Diploma, Bachelor's or Associate's degree preferred.
- Must be able to handle sensitive and highly confidential information in a professional manner and will be required to sign confidentiality agreements.
- Must have strong interpersonal skills and strong organizational skills.
- Must have a sensitive, positive attitude, responsible, confidential, and the ability to communicate effectively.
- Must have the ability to maintain neat and comprehensive records and files.
- Must pass through a criminal background check with acceptable standards of character.
- Must have good computer skills with the ability to fluently utilize current technological equipment.
- Must possess a valid Driver's License and transportation.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the Chief Financial Officer. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council
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Concurrent Out/In House Posting