

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org



JOB ANNOUNCEMENT

POSITION TITLE: Payroll/ Finance Assistant
DEPARTMENT: Finance
SUPERVISOR: Finance Manager
POSITION DETAILS: Full Time with Benefits
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package
OPEN DATE: 04/01/2021 CLOSE DATE: 5:00 PM, 04/09/2021
WAGE: DOE

POSITION SUMMARY

The YTT Finance Department is seeking a highly efficient individual who will be responsible for all tasks involved in Processing Payroll, including maintaining personnel and employee benefits records, collecting timesheets, calculating wages, and ensuring employees receive their pay on time. The success individual will also manage the daily operations of Accounts Payables by verifying and reconciling invoices, completing payments, and maintaining accounts payable reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process payroll on a semi-monthly basis (twice per month) according to posted payroll schedule, including timesheet entry, benefit, leave and payroll calculation, payroll direct deposits/check distribution, and payroll tax deposits.
- Prepare semi-monthly, monthly, quarterly, annual reports and reconciliations for Payroll and Employee Benefits.
- Administer purchase orders and matches incoming invoices to purchase orders.
- Prepare check requests for approval and enter approved invoices for payment.
- Generate check runs and ensure the company's policies and procedures are adhered to in the Accounts Payable function.
- Process State of Alaska and Form 941 quarterly reports, W2 and 1099 annual reports, and process 401K semi-monthly reports and deposits.
- Follow up on account statements and other discrepancies regarding payment of invoices.
- Perform vendor account reconciliations and reporting.
- Assist in performing basic Human Resource services that support recruitment, hiring, and orientation.
- Maintain Personnel and Employee Benefits record, such as health, dental, leave, and retirement documents.

MINIMUM QUALIFICATIONS

- Associates Degree in Accounting or business-related field, substitution on a year-to-year basis in related field or work experience may be allowed in lieu of required degree.
- One (1) year of experience in varied clerical and accounting work, specifically payroll.
- Valid Driver's License.

NECESSARY SKILLS AND KNOWLEDGE

- Knowledge of general ledger and journal entries, account reconciliation, and accounts payables.
- Proficiency in Microsoft Office, specifically electronic spreadsheet and database software.
- Ability to handle confidential information with tact and discretion.
- Must be able to work flexible hours to meet deadline and client needs.
- Must be highly organized, have strong attention to detail, and excellent record-keeping abilities.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to HR@ytttribe.org

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: ~~preserve, maintain and protect the unique culture and resources of Yakutat Tlingit people;~~ DATE: ~~to maximize our social, health & well-being while creating economic development benefits to all tribal members.~~

