



Prince William Sound Regional Citizens' Advisory Council
(PWSRCAC)

Job Description

Job Title: Accounting Technician, Non-Exempt
Date: July 2, 2020
Job Reports To: Financial Manager

Job Summary: Responsible for organizing, auditing, and recording of financial transactions, including vendor and contractor invoices, travel claims, and payroll transactions in accordance with PWSRCAC policies, internal controls, and accounting principles. This is a full-time position located at PWSRCAC's Anchorage office.

MAJOR RESPONSIBILITIES/ACTIVITIES

Principle objectives

- Ensure proper implementation of PWSRCAC policies, procedures, and internal controls related to finance and accounting.
- Timely record financial transactions and assist with preparation of financial reports for distribution to Board, management, and staff.
- Assist with the preparation of materials for Finance Committee meetings and annual and special audits.

Major responsibilities

- Accounts payable processing including, but not limited to, matching vendor invoices to purchasing authorizations, general ledger coding, securing appropriate approvals, entering into computer accounting system, preparing payment checks, filing check copies and other documentation, reconciling corporate credit card accounts, and assisting in the preparation of information returns required by the IRS.
- Contract administration to include maintaining database of contracts and change orders, maintaining contract files, maintaining records of RFP submittals and evaluations, auditing and recording invoice worksheets prepared by project managers, and preparing payment for issuance once approvals are obtained.
- Travel administration including preparing volunteer travel claim forms, maintaining travel database, and reconciling to the general ledger, as well as auditing and recording staff travel claims.
- Reconciling general ledger accounts.
- Accounts receivable management.

- Assist with preparation of periodic expense reports and budget comparisons.
- Assist with the preparation of the annual budget.
- Prepare schedules and other materials for annual financial statement and special audits.
- Maintain grant files, including required reporting and documentation of expenses and communications.

General

- Assist staff with volunteer support and coordination.
- Work with other staff to ensure compliance with PWSRCAC policies, procedures, and internal controls.
- Communicate/coordinate with outside auditors and/or Alyeska Pipeline Service Company.
- Other duties as assigned by the Financial Manager.

MINIMUM REQUIREMENTS

Education

- At least two years of college level accounting courses. Associates or higher degree preferred, will consider college graduates in related fields.

Experience

- A minimum of one year of experience working and recording financial transactions in a profit or non-profit environment.

Special Abilities

- Ability to use computer accounting systems, preferably, Great Plains Dynamics.
- Ability to use Microsoft Access, Word, and Excel.
- Attentive to details.
- Accurate data entry and filing skills.
- Ability to read standard financial statements and budget comparisons and communicate the information to other staff and volunteers.
- Excellent verbal and written communication skills.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.