



## **PRINCE WILLIAM SOUND** REGIONAL CITIZENS' ADVISORY COUNCIL

### **Job Description**

Job Title: Bookkeeper / Office Coordinator, Non-Exempt  
Location: PWSRCAC Office in Anchorage, Alaska  
Reports To: Director of Administration

#### **Job Summary**

- General office coordination responsibilities including keeping inventory and ordering supplies. (10%)
- Coordinate meeting and travel logistics. (15%)
- Assist the Financial Manager with bookkeeping duties. (40%)
- Maintain the central filing system, library, and assorted databases. (5%)
- Reviewing and inputting documents into the digital document management system. (30%)
- Other duties as assigned.

#### **Duties and Responsibilities / Office Coordinator**

- Organize office operations and procedures.
- Coordinate with IT department on all office equipment.
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.
- Manage contract and price negotiations with office vendors, service providers, and office lease.
- Assist volunteers as needed.
- Operate and maintain standard office equipment including copiers and scanners.
- Maintain inventory and purchase office supplies.
- Maintain office library including filing system/index and associated databases.
- Provide support for videoconference and in-person meetings in the Anchorage office.
- Work with the document management coordinator and members of the inputting team to upload and digitize archival documents. Input metadata into the digital archive via FileMaker Pro 19 or current software.
- Provide backup to Anchorage Administrative Assistant.
- As directed, participate as a member of the PWSRCAC Emergency Response Team during drills or incidents.

#### **Duties and Responsibilities / Bookkeeping**

- Maintain vendor files, account files, and other financial record filing systems.
- Maintain contractor files including Request for Proposal documentation files.

- As requested by the Financial Manager, enter financial data into accounting software and/or web-based accounting systems.
- Assist Financial Manager with researching and resolving questioned vendor invoices.
- Match invoices and purchase orders with contracts as requested.
- Assist with monthly reconciliation of credit card statements.
- Maintain travel documentation including out-of-state travel requests, trip reports, and other travel documentation. Process volunteer travel reimbursement requests. Assist with audit of staff and volunteer travel claims.
- Book airline, hotel, rental car, and other arrangements for volunteer and staff travel.
- Assist in ensuring that PWSRCAC travel policies are followed.
- Assist in preparing the annual budget as requested.
- Assist with annual audit preparation as requested.
- Make bank deposits and obtain authorized signatures for checks.
- Work with Valdez staff to maintain consistency between Valdez and Anchorage filing systems.
- Maintain staff auto insurance/driver's license information log.
- Maintain the confidentiality of all financial records.

### **Technology Skills**

- Computer operating systems: Microsoft Windows 10.
- Office Suites Software: Microsoft Office 365 including Excel, PowerPoint, Word, Access, and Teams.
- Electronic Mail: Microsoft Outlook
- Accounting software: Knowledge of or ability to learn Microsoft Great Plains/Dynamics or similar.
- Knowledge of or ability to learn FileMaker Pro 19.

### **Knowledge**

- Experience with basic office management functions including maintaining office supplies, maintaining and operating office equipment, handling mail and telephones, maintaining files and reference materials.
- Experience with limited and basic bookkeeping functions such as maintaining files and financial records, processing invoices and payments, reconciling invoices and bank statements, and inputting financial data.
- Experience making travel arrangements and organizing events.
- Experience inputting documents into a digital document management system.

### **Education and Work Experience**

- Associate Degree or minimum of two years of completed undergraduate courses.
- Two years' experience in an office environment. Office management experience desirable.

- Two years' experience with employment that included some basic bookkeeping functions. Equivalent education or training background can be substituted.

### **Competencies**

- Integrity: This job requires the incumbent to have the highest level of honesty, ethical behavior, and transparency. The position is subject to a criminal background check.
- Dependability: This job requires the incumbent to be reliable, responsible, and dependable. Good judgement and decision-making are important assets.
- Attention to detail: This job requires being careful about detail and thoroughness in completing work tasks. It also requires accurate entry of information into the computer accounting system, databases, and paper files, and when tracking financial, contractual, and travel transactions.
- Reading Comprehension: The position requires good reading comprehension.
- Active Listening: Active listening skills are required and necessary for success.
- Written and Verbal Skills: The position requires good written and verbal skills and the ability to communicate clearly.
- Time Management: Must be able to prioritize tasks and meet deadlines.

### **Other**

- This position will require verification of education and employment history.
- Tests may be administered to verify skills.
- . Personal and professional references will be contacted.

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

### **To apply**

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