



Job Description: Accountant/Office Manager

Primary Responsibilities Perform a variety of transaction processing, accounting, administrative and personnel related activities related to the financial and administrative operations of JEDC and its clients. Ensure compliance with JEDC's policies regarding travel and procurement and conformity with non-profit accounting standards. Maintain JEDC's financial records. Help maintain JEDC offices and provide other support to program staff to fulfill JEDC's mission and strategic initiatives.

Reports to Executive Director

Work Location & Schedule

This is a permanent, full-time position (regularly Monday-Friday 8 AM – 5 PM) located in Juneau, Alaska.

Accounting Duties

- Verify and post transactions to journals, ledgers, and other records, maintaining accuracy of entries and sufficiency of supporting documentation.
- Prepare statements, invoices, and vouchers.
- Balance bank accounts and perform other reconciliations.
- Prepare grant financial reports.
- Prepare, verify, and process expense reports.
- Review invoices for accuracy, obtain approvals and process invoices for payment from appropriate cost centers and accounts.
- Maintain physical and electronic records of payments and approvals to document compliance with JEDC policy.
- Organize and maintain current contact and other information on vendors and contractors.
- Monitor changes in the costs of supplies and office expenses to ensure economies and competitiveness. Research and propose strategies to reduce overall costs.
- Prepare month-end general ledger close journal entries and supporting reconciliations.
- Respond to inquiries, locate, and resolve discrepancies.
- Draft internal financial reports and project and agency budgets for Executive Director and staff.
- Prepare monthly financial statements and attend Finance Committee meetings prepared to provide an overview and answer questions.
- Perform special projects or research, researching alternatives thoroughly, compiling data, and presenting recommendations in a concise and useful manner.
- Support special projects and process improvement initiatives.
- Generate contracts from appropriate templates. Monitor contract expiration dates and contractual financial obligations to ensure timely renewals or closeout.
- Contact clients and funders by phone, email, and letter to resolve questions or payment issues.
- Manage the preparation, distribution, and reporting processes for payroll.
- Calculate wages, leave accrual, overtime, and deductions to ensure compliance with applicable regulations.
- Ensure payroll tax payments and government reports are disbursed accurately and on time.
- Maintain employee records, collect employment documentation from and review JEDC policies and forms with new hires.
- Maintain loan files and loan accounting system updates.
- Post loan transactions and assist with collection of delinquent loan payments and borrower financial statements.



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Administrative Duties

- Provide a welcoming atmosphere and hospitality for visitors and groups using the JEDC conference room and participating in JEDC functions.
- Screen incoming correspondence and distribute appropriately.
- Draft, edit and format and respond to correspondence as directed.
- Take and prepare minutes of Board and committee meetings.
- Monitor required reporting for grants, tax, and other authorities to ensure reports are produced and distributed timely and that records of reports are maintained in the appropriate files.
- Assist in the preparation and submission of grant requests and maintain proposal tracking system.
- Trouble-shoot computer and phone network problems and coordinate with vendors.
- Maintain office premises in good order including office equipment, supplies and filing systems.
- Assist with staff, client and consultant travel arrangements and expense reports as requested.
- Process orders for program supplies following procurement policies.
- Arrange meetings and manage contacts and program reports for Executive Director.
- Support Program Officers with special events and activities.
- Assist Executive Director with projects and correspondence as needed.
- Maintain staff and conference room calendars.
- Run occasional outside errands for supplies or other program projects.
- Other duties as assigned.

Experience, Competencies & Education

- Associates or bachelor's degree in business administration or accounting is preferred.
- Demonstrated QuickBooks proficiency, including report generation.
- Minimum of two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger, and financial reports.
- Proficiency with Microsoft Office applications, especially Word and Excel, and email applications.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to operate calculator, computer, and other general office equipment and perform data entry with high degree of accuracy.
- Knowledge of state and federal regulatory requirements related to payroll, including benefits administration, payroll processing, accounting, insurance, and payroll reporting.
- Knowledge of cost allocation methods and federal grant cost rules for non-profits.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep client and personnel matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.
- May be required to be a Notary Public.
- Valid driver's license and reliable transportation.
- Must be bondable.

Note: JEDC is an "at will" employer. All positions are subject to funding and acceptable performance. Everyone who works at JEDC is responsible for maintaining the reputation of JEDC for excellence with community stakeholders, funders, and program partners. Gracious professionalism and productive teamwork are counted on and encouraged to achieve JEDC's mission and strategic plan.