

Copper River Basin Regional Housing Authority
PO Box 89
Glennallen, Alaska 99588

Accountant Technician

Job Title: Bookkeeper	Division: Administration
Reports to: Finance Director or President/CEO	Supervises: None
Classification: Regular	Date Revised: 6.24.25
Safety Sensitive: No	Status: Non-Exempt
Work Schedule: 30 hours/week	Salary: Range (pull from wage survey) or DOE

Job Summary

- Manage and coordinate the flow of day-to-day accounting activities related to a stable work environment and ensure timely payments are made.

Examples of Essential Functions

Accounts Payable Functions:

1. Responsible for processing accounts payable.
2. Examine documentation for payment.
3. Verify/code appropriate program costs per chart of accounts.
4. Maintain CRBRHA vendor files.
5. Prepare travel for staff and board.
6. Provide the Finance Director/President CEO with Total Cash Expenditure Estimates.
7. Responsible for distributing weekly/monthly reports for program supervisors.
8. Responsible for daily deposits.

Payroll Functions:

1. Responsible for processing semi-monthly payroll.
2. Responsible for the preparation and maintenance of all payroll records, issuance of payroll checks and submission of quarterly and yearly tax reports.
3. Responsible for submitting reports to State of Alaska PERS and SBS.
4. Ensuring accurate record keeping of payroll. Responsible for coding employee hours to project.
5. Responsible for Benefit administration via web and phone.
6. Responsible for monthly Workers Comp. reports and payment.

Other Duties:

Other duties as assigned by immediate supervisor, which may include, but are not limited to: greeting the public, answering and directing phone calls, taking payments, administrative support, etc.

Knowledge + Skills

- Knowledge of policies and procedures
- Knowledge of standard office practices and procedures
- Knowledge of basic accounting, including handling of payments and deposits

- Knowledge of procurement methods and techniques
- Knowledge of digital filing and documentation software
- Skill in filing and record keeping
- Skill in using personal computers and office-related software (Microsoft Suite, Excel, Adobe, QuickBooks, InfoPath, Access, Visio, etc.)
- Skill in organization
- Skill in both verbal and written communication.

Minimum Qualifications

Education + Experience

- Must have a high school degree or equivalent (GED)
- Must have at least two (2) years' experience in an office or administration work; some related technical training and/or accounting training/ experience preferred.

Registration, Certification or Licensing

Valid Alaska Driver's License

Physical Requirements

There are no special or unusual physical requirements for this position

Working Conditions

This position is typically a sedentary position that requires mostly sitting and minimal walking and standing, with occasional requirements to travel.

Preferred

- American Indian/Alaska Native (member of federally recognized tribe).
- Knowledge of Ahtna region preferred

Agreements

CRBRHA expects employees to embody the mission the organization "to provide and maintain affordable, energy efficient, safe and suitable housing to benefit Ahtna Tribal Members, Alaska Natives and American Indians and the Copper River Basin with a focus placed on self-sufficiency and economic development."

CRBRHA is an alcohol and drug free workplace.

The job description does not constitute an employment agreement between CRBRHA and any employee or candidate for employment and is subject to change at CRBRHA's sole discretion as the needs of CRBRHA and requirements of the change.

Employee's acknowledgement: _____

Date: _____

