



Goldbelt Heritage Foundation

One Sealaska Plaza, Suite 201
Juneau, Alaska 99801

Administrative and Finance Assistant (Juneau) (Part Time Position)

Phone: (907) 790-1424
ghf@goldbelt.com
<http://www.goldbeltheritage.org>

POSITION SUMMARY

Under minimal direction, Administrative and Finance Assistant will perform specialized complex work on a wide variety of administrative support services which require independence, judgment, and initiative. Has knowledge of the organization's programs and policies, understands the processes involved in various procedures.

This position assists the Executive Director with financial processes for grants, managing data for projects, and assists with preparing reports and supports program operations.

ESSENTIAL FUNCTIONS

Determines office and project support needs in prioritizing and organizing work and the appropriate action to be taken.

- Serve as a resource person for Goldbelt Heritage Foundation and the public by providing information requiring considerable interpretation and explanation of program services and activities.
- Manage application intake or documents. Work with applicants to communicate application needs and / or status.
- Answers questions of other employees and the general public.
- Provide complex word processing and publications development for GHF with minimal direction.
- Complete routine financial tasks
- Update files and maintain a variety of paper and computer records such as finance binders, meeting documentation, project files and project participant files.
- Perform complex data entry tasks for which there is a variety of formats and procedures and with general instructions for coding and entering data; check and correct entry for input errors.
- Gather and compile statistical information and prepare regular and recurring finance and project reports
- Assists in scheduling, planning for meetings and completing minutes.
- Process Purchase orders, and charge expenditures to departmental accounts, assigning appropriate account coding base on the nature and purpose of the expenditure.
- Monitor and maintain office supplies and materials.
- Provide reception duties such as answering phones, greeting the public
- Other related duties as assigned.

NECESSARY SKILLS AND KNOWLEDGE

Considerable knowledge of business practices, correspondence, and publication formats

Ability to speak, write, listen, and communicate effectively, meet and deal effectively with the general public, establish and maintain cooperative working relationships.

Extensive knowledge of computer software applications including MS word Excel, Outlook, Power Point, and Access or other database programs.

Knowledge of program rules and requirements.

Ability to perform basic arithmetic, such as fractions, decimals, and percentages.

Basic knowledge of accounting systems.

Ability to work independently and prioritize workload.

Ability to organize, plan and maintain confidential records.

Ability to compare data from a variety of sources for accuracy and completeness, identify discrepancies or inaccuracies and make corrections.

Ability to organize and plan record keeping and filing systems.

Ability to search, select, compile, and summarize data and information.

Ability to compare data for completeness, identify any discrepancies or inaccuracies and make the necessary corrections.

Ability to comprehend and advance knowledge in required financial processes and guidelines

Ability to be detail oriented.

MINIMUM QUALIFICATIONS (education, experience, skills)

2 years of administrative and finance support experience. High School Diploma and One Year of Higher Education in related field. Computer operations experience. Valid Drivers License

APPLICATIONS BEING ACCEPTED THROUGH TO:

Date: Open Until Filled. Seeking Immediate Hire.

Goldbelt Heritage Foundation

Position Application

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APPLICATION PROCEDURES, SUBMIT:

1. Cover Letter: Include the following information in your cover letter: a) Describe your experience as it pertains to this position; b) Describe your goals; and 3) Explain your interest in this position.
2. Complete Application
3. Resume

Applicant Information

Full Name: _____ *DOB:* _____
Last First M.I.

Address: _____
Mailing Address Apartment/Unit #

City State ZIP Code

Phone: _____ *Email* _____

Are you looking for employment that is:

FULL-TIME

PART-TIME

Date Available: _____

Are you a citizen of the United States? YES NO *If no, are you authorized to work in the U.S.?* YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain:

Have you ever worked for this company? YES NO *If yes, when?* _____

Previous Employment

Company: _____ *Phone:* _____

Address: _____ *Supervisor:* _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Graduation year: _____

of Tlingit language credits: _____

College: _____ Address: _____

Field of Study: _____ # of Credits: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other Education _____ Address: _____

Field of Study: _____ Hours of instruction/learning: _____

From: _____ To: _____ Did you graduate? YES NO Degree/Certificate: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____