



# Goldbelt Heritage Foundation

One Sealaska Plaza, Suite 201  
Juneau, Alaska 99801

## **Grants Finance and Administrative Support Technician** (Juneau) (Full Time Position)

Phone: (907) 790-1460  
(907) 790-1424

<http://www.goldbeltheritage.org>

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### POSITION SUMMARY

Under minimal direction, **Grants Finance and Administrative Support Technician** will perform specialized complex work on a wide variety of administrative, HR and finance 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 finance 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 publications development for GHF with minimal direction such as newsletters and news releases.
- Complete financial tasks inclusive of processing payroll and charging expenditures to fund accounts, assigning appropriate account coding base on the nature and purpose of the expenditure.
- Complete reconciliation of direct and match expenses. Update monthly program budgets.
- Assist with audit preparation.
- Update project and program files and maintain a variety of records such as finance binders, meeting documentation, project, personnel and project participant files.
- Assistants management of contract agreements. Supports Human Resources inclusive of facilitating hiring, recruitment and filling of positions, supervising interns and assisting management of 401k plan.
- Gather and compile statistical project information and prepare regular and recurring monthly, quarterly and annual finance and project reports inclusive of completing finance reports and documents for Indirect Cost Rates renewals annually.
- Assures that finance guidelines are met and adhered to by all staff

- Organize project end products as related to a curriculum and educational library
- Assists in scheduling, planning for meetings and completing minutes.
- 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 at least Two Years of Higher Education in related field. Computer operations experience. Valid Drivers License

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## APPLICATIONS BEING ACCEPTED THROUGH TO:

Date: Open Until Filled. Seeking Immediate Hire.

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# Goldbelt Heritage Foundation

## Position Application

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Phone: 907-790-1424

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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: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Graduation year: \_\_\_\_\_

# of Tlingit language credits: \_\_\_\_\_

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College: \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ # of Credits: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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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: \_\_\_\_\_