



Ninilchik

Natives Association, Inc
To Enhance the Pride of Our People

JOB TITLE: Receptionist / Bookkeeper
REPORTS TO: Operations Manager
PAY: DOE, Non-Exempt
JOB CLASS: Full-time

SUMMARY

This position is designed to provide a high level of administrative support and bookkeeping for the Ninilchik Natives Association, Inc. (NNAI) and its staff by providing the highest level of customer service and support to NNAI staff and shareholders. The Receptionist/Bookkeeper will conduct necessary data entry with the highest level of attention to detail and accuracy. This position will support the upkeep and administrative operations of the corporate office in Ninilchik under the direction of the Operations Manager.

KEY RESPONSIBILITIES

- Provide administrative support to NNAI leadership, staff, and Board of Directors.
- Assist in drafting and formalizing corporate letters, documents, permits, leases, and other correspondence.
- Prepare for the Board of Director Meetings including creating agendas and organizing the board packet and attachments.
- Research travel information and make travel or related reservations for the NNAI leadership, staff and/or Board of Directors as directed.
- Order promotional items such as pens, cards and other advertising materials.
- Order gifts for the Board of Directors and holiday items for the NNAI office.
- Assist with organizing, scanning, and copying documents as needed.
- Facilitate and coordinate NNAI calendar scheduling with office staff and provide communication with NNAI leadership regarding upcoming calendar events and dates.
- Provide customer service to shareholders and other clients working with NNAI.
- Receive phone calls and assigned emails; accurately route messages.
- Greet and interact with visitors and guests; facilitate and direct incoming traffic.
- Maintain office aesthetics, including upkeep of the main office and common areas.
- Retrieve mail from the post office, sort, disseminate, and enter information in the mail log. Organize and enter information in the mail log regarding any outgoing mail- including mailing newsletters, holiday cards, and annual meeting packets.
- Implement and administer the company files and records management using the standardized filing system.
- Provide records management and a consistent filing system across the company and subsidiaries as applicable.
- Organize and maintain electronic files on the company server.
- Monitor, upkeep, and purchase of office and break room supplies.
- Update and maintain newspaper/magazine subscriptions and office equipment contracts.
- Maintain a general working knowledge of NNAI's computers, printers, and systems software and serve as the main IT point of contact.
- Serves as the main point of contact for the NNAI website and works with the IT service to keep it current and up to date.

- Enter, adjust, and maintain the following for NNAI and all NNAI managed subsidiaries: chart of accounts, AP/AR.
- Process all bank deposits.
- Assist as needed in Shareholder events.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Highly detailed, driven, and organized person.
- Advanced PC skills, including use of Excel, Word, and project scheduling.
- Knowledge of QuickBooks and any other relevant accounting/finance software.
- Strong written and verbal communication skills.
- A high level of organization and attention to detail.
- Strong interpersonal skills and professional demeanor.
- Experience with PC's specifically Microsoft Office programs (Word, Excel, Power Point, Publisher, Outlook) as well as Adobe and Quick Books is required.
- Dependable, honest, and trustworthy.
- Ability to comprehend, retain and apply to the broad spectrum of the company: instructions, procedures, and guidelines.
- Familiarity with modern office procedures, business letter writing, recordkeeping, bookkeeping, corporate function, and tax procedures.
- Preserve the confidentiality of proprietary information.
- General knowledge and troubleshooting of NNAI Information Technology.
- Ability to work independently and as part of a dynamic team.

MINIMUM QUALIFICATIONS

- High School Diploma or GED required. Associate degree in business or equivalent in a related field is recommended.

Contact Information:

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