



Louden Tribe

P.O. Box 244
Galena, AK 99741
Phone: (907) 656-1711
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Job Description: Bookkeeper
Location: Louden Tribal Council Office – Galena, Alaska
Supervisor: Tribal Administrator
Salary: \$24 - \$26 per hour DOE
Employment Status: Full Time/Non-Exempt
Open: Until Filled

Position Summary:

The Louden Tribe is searching for candidates for a local Bookkeeper to assist the Tribal Administrator with day to day management of the Tribal Office and bookkeeping. This position performs routine clerical and administrative duties.

Job Responsibilities:

- Develop a working knowledge of Louden’s financial policies and procedures
- Create and process check requests and purchase orders as outlined in Louden’s financial policies and procedures
- Ensure all financial paperwork is filed with proper backup
- Assist auditors with the annual audit
- Responsible for all maintenance and data input for the computer accounting system including payroll, program expenditures
- Assist program managers with the preparation of financial reports
- Prepare monthly reports for the Louden Tribal Council regular meetings
- Attend financial trainings
- Develop a working knowledge of Louden’s projects and programs
- Manage the office when Tribal Administrator is offsite
- Other duties as assigned

Knowledge & Abilities:

- Minimum requirement is a high school diploma or GED equivalent
- Previous office experience and knowledge of office procedures
- Previous experience in bookkeeping/accounting procedures preferred
- Ability to meet deadlines
- Detail oriented, well organized
- Ability to work both independently and lead a team
- Efficient with Microsoft Word, Excel and Adobe
- Previous experience with QuickBooks preferred

Louden Tribal Council is an equal opportunity employer under P.L. 93-638. Indian Preference shall be to the applicant who meets minimum qualifications.