



ASSOCIATION OF ALASKA HOUSING AUTHORITIES

Building communities, empowering Alaskans.

Financial Clerk / Administrative Assistant Job Description

The Association of Alaska Housing Authorities (AAHA) is a private non-profit 501(c)3 corporation. AAHA membership includes fourteen Alaska Native regional housing authorities and the Alaska Housing Finance Corporation. The Association provides state and federal legislative advocacy, training, and technical assistance in an effort to increase the supply of safe, sanitary and affordable housing in the state of Alaska. For more information please visit www.aahaak.org.

Job Title: Financial Clerk / Administrative Assistant **Reports to:** AAHA Administrator

Status: Full-time; non-exempt **Location:** Anchorage, Alaska

Position Description: Financial Clerk / Administrative Assistant position is responsible for the day-to-day financial data entry, accounting tasks, report generating and providing administrative and logistical support to the Training & Technical Assistance (T&TA) Program, the Association, its partners and service providers. This is a full-time position with competitive pay, personal leave and retirement benefits.

Responsibilities:

- Accounts Receivable/Payable & payroll processing duties such as: completing invoice reconciliations and contacting vendors with any discrepancies; generating and processing check requisitions; entering payments and payroll data; generating and submitting expense and financial reports with proper documentation as required by AAHA's funding agencies.
- Distribute Requests for Proposals (RFPs) and solicits proposals from AAHA Contractors.
- Ensure AAHA Contractors contact information is updated and files are complete with signed contracts and insurance information.
- Identify, complete procurement (obtains quote), and secure locations, equipment, and catering for AAHA meetings and Training events.
- As needed, in collaboration with AAHA Staff and Contractors, draft work plans in accordance with HUD requirements. Enter work plans into HUD online data bases.
- Draft, distribute and print/publish promotional flyers/handouts or other outreach/educational material as needed.

- Provides logistical and administrative support for trainings as needed. Attend AAHA trainings as requested.
- Prepare travel authorizations and arrangements for travel to conferences and meetings.
- Maintain all files (electronic and/or hard files) and ensure they are up to date and complete including but not limited to: TA contractor files and grant/contract files.
- Prepare material, take minutes and coordinate meetings for the association and the T&TA program, including, but not limited to: pre-briefing and post-briefing meetings with service providers and HUD, AAHA quarterly meetings, AAHA committee meetings, any other meetings as requested.
- Maintains a positive relationship with AAHA Members, program partners, AAHA Contractors, and other housing entities.
- Travel to meetings and conferences as needed.
- Other duties as assigned.

Qualifications:

- Associates Degree preferred. High School Diploma and a valid Alaska Driver’s License required.
- At least 3 years of clerical or bookkeeping experience.
- Experience with QuickBooks and/or other financial management software.
- Experience with online data systems and computer programs including Microsoft Programs: Word, Excel, Outlook, Publisher and Power Point.
- Experience working with a grant-funded projects, complying with grant requirements, and preparing correspondence and reports.
- Must have the ability to establish and maintain a positive relationships with AAHA Members, contractors, vendors, tribes, and local, state and federal partners.
- Experience and knowledge of rural Alaska and Alaska Native culture and customs.
- Excellent interpersonal and written communication skills, well organized and a demonstrated ability to work independently.

Salary Range: AAHA offers a competitive salary, personal leave and benefits package. Salary DOE.

CERTIFICATION:

I have read and understand my duties as described in this job description. I also understand that in the future, I have the opportunity and the responsibility to seek clarification on any items which may become unclear to me. I also understand and agree that this job description is not intended to limit in any way the right of my supervisor to assign or direct tasks as needed and is subject to change as needed by AAHA.

I understand and agree that my employment with AAHA is entered into voluntarily and that I may resign at any time. Also, that AAHA is an *at will* employer and my employment is terminable at will by AAHA for any reason not prohibited by law.

Employee Signature

Date