



Tebughna Foundation

Our Land, Our Tribe, Our People

4141 B Street, Suite 309
Anchorage, Alaska 99503
MAIN – 907-646-3115

info@tebughnafoundation.com
www.tebughnafoundation.com

Bookkeeper

Directly Reports to: Executive Director of the Tebughna Foundation

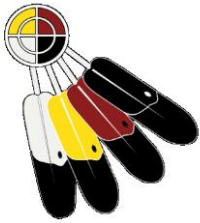
Oversees: Project Coordinator, Outreach Coordinator, and Workforce Development Coordinator while directly engaging with multiple partners, outside contractors, and vendors.

Role Description

Tebughna Foundation is seeking a highly organized and detail-oriented Bookkeeper to join our team. The ideal candidate will be responsible for managing financial transactions, maintaining accurate records, and ensuring compliance with regulatory requirements. This role is crucial in supporting the financial health and transparency of our organization, enabling us to effectively serve our mission and community.

Responsibilities

- Manage invoices, bills, checks, and day-to-day expenses.
- Oversee and maintain four distinct accounts, ensuring accurate tracking and reporting of financial activities.
- Reconcile accounts regularly to maintain accurate and up-to-date financial records.
- Manage payroll reconciliation, ensuring timely and accurate payment to employees.
- Develop and maintain budgets for various grants and programs, ensuring proper allocation of funds.
- Conduct regular budget reconciliation to monitor and adjust for any variances.
- Collaborate with program managers to develop and manage program-specific budgets.
- Maintain detailed and accurate financial records, ensuring all transactions are properly documented.
- Prepare and present in-depth financial transparency reports to the Board of Directors.
- Interface with the CPA for annual tax preparation, providing necessary documentation and information.
- Ensure compliance with all federal, state, and local financial regulations and filing requirements.
- Implement the best practices for financial management and compliance within the non-profit sector.



Tebughna Foundation

Our Land, Our Tribe, Our People

4141 B Street, Suite 309
Anchorage, Alaska 99503
MAIN – 907-646-3115

info@tebughnafoundation.com
www.tebughnafoundation.com

Qualifications

- Proven experience as a bookkeeper, preferably within a non-profit organization.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite.
- Strong understanding of bookkeeping principles, financial reporting, and compliance requirements.
- Excellent analytical and problem-solving skills with keen attention to detail.
- Ability to manage multiple accounts and reconcile financial transactions accurately.
- Strong organizational skills with the ability to meet deadlines and work independently.
- Effective communication skills to collaborate with internal teams and external stakeholders.
- Knowledge of grant budgeting and reporting is a plus.
- Associate or bachelor's degree in accounting, Finance, or a related field preferred.

Send resume to:

Vide Kroto
Executive Director
Tebughna Foundation
4141 B Street #307
Anchorage Alaska 99503