



CITY OF SAND POINT
P.O. BOX 249 Sand Point, Alaska 99661
PHONE: 907.383.2696 FAX: 907.383.2698
www.sandpointak.org

EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE/FINANCE ASSISTANT
STATUS: FULL-TIME, PERMANENT
SALARY: RANGE 16, \$15.88-\$23.32/hr., D.O.E + BENEFITS

GENERAL POSITION SUMMARY AND RESPONSIBILITIES

Under the direction of the Finance Advisor, this administrative/finance position works with other personnel at City Hall to ensure prompt and courteous service to the citizens of Sand Point and the public-at-large. Primary duties include assisting with accounts payable. This position is also responsible for acting as the primary receptionist for all walk-in and phone traffic; to assist both the City Clerk and/or City Finance Officer with specific duties or when requested; and other duties as outlined or assigned.

Prepare monthly invoices for harbor and utility customers. Electronically deposits checks as needed. Review and balance reports. May assist with quarterly reports. Assists in preparation of City Council agenda packets. Act as the primary receptionist at City Hall for all walk-in and telephone traffic. Preparation of all outgoing mail and the distribution of all incoming mail. Maintain the copy machine and report needed repairs. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND QUALIFICATIONS

- High school diploma or equivalent.
- Computer skills with recent knowledge of Microsoft and Excel.
- Interpersonal skills using tact, patience and courtesy.
- Background working with small groups in planning and consensus building.
- Knowledge of QuickBooks, general accounting principals including accounts payable, report preparation, etc.

Application Closing Date: Open Until Filled
Submit application to: City of Sand Point Office

For a copy of the job application or for more information, contact:

Debi Schmit, City Administrator at (907)383-2696 or (907)274-7561 or e-mail:
dschmit@sandpointak.org

The City of Sand Point is an Equal Opportunity Employer.
The City of Sand Point is a drug free workplace. All employees are required to take a mandatory drug test.

City of Sand Point Job Description

Job Title:	Administrative / Finance Assistant	Supervised by: Finance Advisor
Status:	Full-Time, Hourly	Supervises: Non-Supervisory
Range:	16	Date Last Updated: 03/25/2026
Minimum:	\$15.88-\$23.32/hr., D.O.E	Approved: _____ Mayor

General Position Summary or Responsibilities

Under the direction of the contracted Finance Advisor, this administrative/finance position works with other personnel at City Hall to ensure prompt and courteous service to the citizens of Sand Point and the public at large. Primary duties include accounts payable. This position is also responsible for serving as the primary receptionist for all walk-in and phone traffic, assisting the City Clerk and Finance Officer with specific duties or upon request, and performing other duties as outlined or assigned.

Essential Duties and Responsibilities

1. Serves as the accounts payable clerk and manages a company's outgoing finances by receiving, processing, verifying, and reconciling invoices, expense reports, and vendor payments.
2. Ensure timely payments, maintain accurate financial ledgers, and resolve discrepancies. This role requires close attention to detail, strong data-entry skills, and proficiency with QuickBooks accounting software.
3. Deposit checks electronically several times per week.
4. May assist with quarterly reports (grants, bingo/pull tab, and special projects).
5. Make copies and file finance documents as requested.
6. Assists in the preparation of City Council agenda packets.
7. Act as the primary receptionist at City Hall for all walk-in and telephone traffic.
8. Preparation of all outgoing mail and the distribution of all incoming mail.
9. Maintain the copy machine and report needed repairs.

10. Performs other duties as assigned.

Knowledge, Skills, and Qualifications

1. High school diploma or equivalent (college preferred)
2. Computer skills with recent knowledge of Microsoft Word and Excel
3. Interpersonal skills using tact, patience, and courtesy
4. Background working with small groups in planning and consensus-building
5. Knowledge of QuickBooks, general accounting principles, including accounts payable, report preparation, etc.
6. Enthusiasm for the work required and the ability to occasionally work after normal business hours

Preferred

1. The candidate should have a college degree or some college courses specializing in business, finance, and computer skills. Prior work history skills can be substituted for these preferred skills