



**TIKIGAQ Corporation**  
**Office of Human Resources**  
**1400 W. Benson Blvd. Suite 210**  
**Anchorage, Alaska 99503**  
**Telephone: 907-365-6130**  
**Facsimile: 907-341-6139**

<b>PROJECT BUSINESS ACCOUNTING ANALYST</b>	
<b>Approved Date: 2017</b>	
<b>Job Code: #####</b>	<b>FLSA : Non Exempt</b>

**JOB SUMMARY:** Under general direction leads, controls, operates, and organizes all business activities.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES**

Sustain the company's stocks in order to avoid financial loss due to overflowing supplies. Approve and analyze budget proposals for company. Set up business forecast and budgeting system for new and previous stocks.

Responsible for creating and enhancing new products for marketing purposes, along with closing and signing upcoming deals for the company. Be attentive and punctual in managing and selling the company's products. Should be familiar with competitors and always keep updated with the flows and downturns of the business economy.

Performs other duties as assigned.

**KNOWLEDGE and SKILLS**

- Knowledge of professional concepts
- Knowledge of budgeting processes
- Knowledge in business management
  
- Skill to generate new products for marketing purposes
- Skill in organizing, planning and prioritizing
- Skill to negotiate
- Skill in basic mathematical functions
- Skill in communication

**MINIMUM QUALIFICATIONS**

A Bachelors degree in business or related field; AND three (3) years of project administration experience OR an equivalent combination of education and experience.

**MINIMUM PHYSICAL REQUIREMENTS**

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date