



MECHOOPDA INDIAN TRIBE OF CHICO RANCHERIA

125 Mission Ranch Blvd, Chico, California 95926 (530) 899-8922 Fax (530) 899-8517

POSITION DESCRIPTION

Position: Accounting Clerk (AC)
Reports to: Tribal Administrative Officer
Supervises: None
Salary Range: Grade 1 – Grade 4

Position Summary:

Under the supervision of the Tribal Administrative Officer, the Accounting Clerk performs a range of general clerical, accounting and bookkeeping support functions including assisting with accounts payable, accounts receivables, billing, remittances, and recordkeeping. The Accounting Clerk is responsible for performing routine calculating, classifying, and posting. The Accounting Clerk supports accounting operations by producing and filing documents and helps maintain accounting records; verifying financial data and reconciling statements; running various software programs.

Specific Responsibilities:

1. Performs any combination of the following: calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records: Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
2. Verifies and posts details of business transactions, such as funds received and totals accounts, using a calculator or computer.
3. Computes and records charges, refunds, and cost of lost or damaged goods, and similar items.
4. May produce vouchers, invoices, account statements, reports, and other records, using typewriter or computer.
5. May reconcile bank statements; maintain and review monthly records of disbursement of organization.
6. Research out-of-balance issues with terms of invoice or contract and ensure that the Tribe's fiscal policy is applied in the payment of invoices and purchase orders.
7. Prepare and record funds for deposit.
8. Print and file monthly ledgers, check registers, cash receipt and deposit registers and accounts receivable reports.
9. Assist with annual audit by providing required schedules, registers and reports.
10. Update draw down schedules.
11. Assist with procurement process.
12. Responsible for annual inventory process.
13. May assist with maintaining accounting databases by entering data into the computer.
14. Research outstanding checks and invoices.
15. Document and reconcile advances, purchase orders, and credit charges.
16. Protects organization's value by keeping information confidential.
17. Other duties as assigned by Tribal Administrative Officer.

Qualifications:

Two (2) years related work experience, preferable with federally funded programs demonstrating the knowledge and abilities to complete the duties above, or one (1) year related work experience with a federally funded program demonstrating the knowledge and abilities to complete the duties and one (1) year post-secondary education or training in accounting.

1. General bookkeeping concepts and practices.
2. Demonstrated understanding of the terminology and processes used in an automated accounting system.

3. Knowledge of the procedures and practices of an automated accounting system.
4. Knowledge of laws and regulations relating to accounting, specifically governmental accounting standards.
5. Must be able to compute and record numerical data, and perform computer data entry accurately.
6. Must be able to maintain and organize records; interpret technical procedures; present information effectively, and respond to questions from staff and vendors.
7. Demonstrated ability to operate computers and various software including fund accounting software and spreadsheets; must be able to operate standard office equipment.
8. Demonstrated ability to work effectively with people of various backgrounds and demeanor.

Other Requirements:

1. Must be eligible for coverage under the tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout and must be willing to travel during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian Heritage.
3. This work involves long periods of sitting, and may include walking, bending, crouching, and stooping, stretching, reaching or similar activities, lifting of moderately heavy items up to 20 lbs.
4. Must be able to satisfactorily complete a pre-employment physical, if applicable, background check, and fingerprint live scan.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.