



Position: Bookkeeper
Reports to: Tribal Administrative Officer
Supervises: None
Salary Range: Grade 5 - Grade 8, Non-Exempt

Position Summary:

Under limited supervision, the Bookkeeper assists the Tribal Administrative Officer with performing duties related to the accounting functions of the organization within established guidelines. The Bookkeeper assures the smooth, efficient and accurate operation of the department, so that the maximum positive impact from the fiscal department can be realized as an effective and coordinated team effort for the tribe; assists the Tribal Administrative Officer with the preparation of financial statements; oversees and assists with the management of accounts payable; oversees and/or ensures the proper and accurate reconciliation of appropriate supporting accounting schedules; completion of semi-monthly payroll; prepares and submits annual tax forms for state and federal reporting; required state employee reporting.

Specific Responsibilities:

1. Oversees and/or prepares, records, and processes accounts payable and cash disbursements; manages and reconciles inter-fund billing.
2. Prepare and processes payroll and deduction schedules.
3. Assist with the posting of accounts to the General Ledger.
4. Work with the Accounting Clerk to ensure that subsidiary ledgers agree to the general ledger on a monthly basis.
5. Assist Tribal Administrative Officer with year-end financial audit.
6. Assist Tribal Administrative Officer with, and may be responsible for, the preparation of financial and budget reports.
7. Assist in the preparation of tribe wide financial and budget reports.
8. Prepare and record federal payment requests as approved by the Tribal Administrative Officer.
9. Maintain required records, reports, and files in an organized manner.
10. Apply federal, state, and tribal laws, regulations, policies and procedures to financial transactions.
11. Verify accuracy of figures, calculations, and postings of transactions.
12. Assist the Tribal Administrative Officer with the Tribe's Fixed Asset Listing as necessary.
13. Assist in the performance of monthly and yearend reconciliations of general ledger as necessary.
14. Use mathematics to solve problems; assist with general ledger balances by preparing a trial balance and reconciling entries.
15. Assist with the preparation, reconciliation and submission of W2 and 1099 information and reports.
16. Obtain and maintain W9 information.
17. Contributes to team effort by accomplishing related results, as needed.
18. Protects organization's value by keeping information confidential.
19. Other duties as assigned by Tribal Administrative Officer.

Qualifications:

Four (4) years related work experience, preferably with federally funded programs, demonstrating the knowledge and abilities to complete the duties above, or two (2) years related work experience with a federally funded program demonstrating the knowledge and abilities to complete the duties and two (2) years post-secondary education or training in accounting.

1. A.S. degrees in accounting or equivalent education/experience; prefer BA or BS degree in accounting or closely related field of study.
2. Minimum of four (4) years previous accounting experience, preferably working with federal or grant funding.
3. Demonstrated communication skills.
4. Demonstrated knowledge of basic methods and practices of account record keeping.
5. Basic knowledge of office methods, practices, procedures, and equipment, including ten-key.
6. Knowledge of the procedures and practices of an automated payroll system.
7. Knowledge of laws and regulations relating to payroll activities.
8. Demonstrated knowledge and ability for payroll processing, including federal and state withholding requirements.
9. Demonstrated ability to make arithmetic calculations with speed and accuracy.
10. Operate a computer to effectively utilize or learn appropriate computer software applications such as fund accounting software, Word, Excel, Outlook, and Publisher.
11. Demonstrated ability to work effectively with people of various backgrounds and demeanor.
12. Must be able to maintain and organize records; interpret technical procedures; and present information effectively, and respond to questions from staff and vendors.

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.