

Job Title: Accounting Specialist

Non-Exempt

Job Type: Full time

Department: Fiscal

Pay: \$22.50 to 28.00 per hour

Reports to: Finance Officer

POSITION SUMMARY: Performs the duties of an Accounts Payable, Accounts Receivable and Payroll Specialist, as needed in the Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintains vendor records in accounts payable system
- Assures all procurements are in conformance with Procurement policy
- Matches invoices against approved purchases in advance of processing
- Inputs invoices into accounts payable system
- Prepares vendor checks and ACH transfers
- Prepares Per Capita distributions quarterly
- Preparation of year-end tax forms (1099's) and electronic transmission file
- Serves as backup for other Finance staff when requested by the General Ledger Accountant
- Reviews employee timecards and prepares payroll
- Enters and monitors Accounts Receivables grant information into financial system – Accu-fund
- Performs analytical reviews of operations, self-initiated and as directed
- Assists with other accounting job duties until they are completed, or in the case of an employee absence
- Other duties may be assigned

AUTHORITY/SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be dependable, focused, well groomed, have good manners and have an excellent attendance record.
- Must be able to follow specific instructions.
- Must be able to adapt to a wide variety of settings and job duties that will fluctuate.
- Must be a team player and be able to work independently.

- Must have working experience with Accu-fund or a similar computerized accounting package, and Microsoft Office applications, particularly Excel at least an intermediate level, is preferred.

EDUCATION/EXPERIENCE:

- Must be eighteen (18) years of age.
- Must have High School diploma or GED
- Must have 3 years of related experience of accounting work experience in Payroll, Accounts Receivable, Accounts Payable and general ledger accounting that demonstrates growing levels of responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to pass a criminal background check and be bondable.

COMPUTER OPERATIONS

- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

- Ability to operate standard office equipment (copier, fax, etc.).
- Must be able to work with American Indian people and be sensitive to their culture.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts of Fort Bidwell Indian Community
- Must be able to work all shifts, weekends, holidays & special events as needed.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Job is onsite at the Fort Bidwell Indian Community. Tribal preference: qualified persons who are enrolled members of the Fort Bidwell Indian Reservation, and other enrolled members of other federally recognized Tribes.