



JOB DESCRIPTION

**Bishop Tribal Council
Bishop, California**

Position: Accounting Clerk II / Accounting Clerk III
Department: Fiscal
Supervised by: Chief Financial Officer (CFO)
Pay Range: T-8 Non-Exempt \$19.57-\$27.40/Hr. - (\$40,705.60-\$56,992.00 Annually) DOQ
T-9 Exempt \$24.72-\$34.61/Hr. - (\$51,417.60-\$71,988.80 Annually) DOQ

Position Summary: This position is responsible for many routine daily, monthly, and quarterly responsibilities of the Fiscal Office as well as many complex bookkeeping tasks, applying accepted procedures to the preparation and maintenance of accounting records, and preparing financial and statistical reports. Under the supervision of the CFO, this is a highly responsible independent accounting position.

Responsibilities:

- Monthly bank reconciliations for multiple accounts.
- Liaison between fiscal office and Housing Department including: Maintain Housing general ledger, audit expenditures to ensure proper coding, prepare multiple monthly reports for presentation to housing board, prepare and submit required grant reports to funding agencies, prepare drawdowns, monitor MEPA accounts, reconcile GL with HDS, work with CDD staff to maintain equipment rental accounts, communicate with housing director on all issues relating to CDD programs.
- Oversee preparation of quarterly payroll tax reporting
- Lead person for preparation of per capita and voter's distribution payments including auditing the provided list and creating templates for distributions and deductions for uploading into accounting system
- Reconcile and maintain multiple general ledger accounts
- Assist with annual budget process, perform budget upload and budget monitoring
- Assist auditors during annual audit field work
- Assist in preparation of financial reports for the department managers, Tribal Administrator, and Tribal Council.
- Must understand and enforce accounting control procedures.
- Ensure accurate and credible financial information prepared in accordance with GAAP.
- Regulatory and management accounting for internal and external users including the management team, the Tribe, and regulators.
- Process payroll in an accurate and timely manner, as needed.

Supervisory Responsibilities:

None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Communication— must possess excellent oral and written communication skills, organizational, problem-solving, and analytical skills for effective communication.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans. Ability to manage multiple tasks and discern priorities
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.
- Analytical – the individual must have the ability to analyze and solve both complex and uncomplicated problems and make decisions that are sensible, reasonable and easy to understand.

Education and Experience

- Associate’s degree in Accounting, Finance, or Business (Bachelor’s Degree preferred – Accounting Clerk III) with 3-5 years of accounting experience and financial reporting skills; preferably in Governmental accounting, with experience in working with Native American entities, grant reporting and compliance, and recent experience in FASB, GASB 34, GAAP, and taxation is a plus
- Must be extremely numbers oriented and computer-literate with superior spreadsheet skills. Demonstrated proficiency of Microsoft Excel, Knowledge of MIP or Sage (Abila) accounting software is a plus.
- Self-motivated and self-managed with high degree of honesty and integrity.
- Experience with budgeting, financial reporting, expense analysis, cost benefit analysis. Ability to define problems collects data, establish facts and draw valid conclusions.

Other Requirements

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.

- Must be Auto Insurable with Tribe Auto Insurance and pass pre-employment testing.
- Shall comply with the Bishop Paiute Tribe's Driving Policy, Drug-Free Workplace Policy and a Criminal Background Investigation.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.