



<p style="text-align: center;">JOB DESCRIPTION Bishop Tribal Council Bishop, California</p>
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Position: Accounting Technician
Department: Fiscal
Supervised By: CFO
Pay Range: \$18.54 - \$25.00/Hour (\$38,563.00 - \$52,000/annually) DOQ
FLSA: Non-Exempt, Hourly, Regular-Full Time

Position Summary:

Under the supervision of the CFO, performs advanced accounting support, bookkeeping and statistical reporting and recording activities and/or leads the work of these tasks; processes accounts payable and receivable for all Tribal entities as assigned; posts financial transactions to automated accounting system; researches and audits claims for accuracy and completeness; balances statements; compliance reporting; assist with procurement compliance; maintain motor pool; may assist in the development and implementation of an account records system and automated system; performs related duties as required.

Responsibilities:

- Process weekly check run including Invoice data entry into computerized accounting system, post to the general ledger, generate checks, affix checks to supporting documentation in preparation for signature, and mail.
- Reconcile monthly vendor and credit card statements; research missing invoices and receipts; correct and resolve discrepancies with vendors.
- Maintain files for unpaid and paid invoices in an organized manner; maintain the system to ensure timely payment of all invoices; obtain and maintain W-9 information, when required, for 1099 purposes. And processing 1099 Annually.
- Process quarterly voter's distribution checks and semi-annual per capita checks. This includes file import from Excel into the accounting system, verify totals, generate checks, prepare for signature and mail.
- Communicate verbally or in writing with Tribal personnel or vendors regarding missing supporting documentation or charge codes.
- Research stale-dated checks and make recommendation on action to be taken.
- Set up and process ACH and wire transfers, as needed.
- Schedules and maintains records of maintenance for all Tribal vehicles.
- Maintain required documents pertaining to purchasing and property procurement as required by Tribal, grants and contract procurements
- Support for Enterprise accounting, balance Gas Station daily deposits, monitor daily cashier transactions for any errors and report on daily transactions log for monthly reporting. Submit manufacturer coupons for redemption. Post Required general

- ledger entries.
- Ensure that all Accounts Payable are kept current, including all electronic Accounts Payable including credit card activity and general ledger entries.
 - Prepare and analyze fuel cost information as needed; prepare monthly fuel purchase tax schedules, including, but not limited to: Federal Tax rebate filings and California Use Tax filings.
 - Train other fiscal staff on accounting processes and software modules as requested.
 - Other duties as assigned.

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.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- 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 develops realistic action plans.
- 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.

Qualifications:

- Associate degree in accounting preferred. 2+ years of current full-time work experience as an Accounting Clerk I or Accounting Clerk II, experience or a combination of education and experience, desirable.
- Ability to manage multiple tasks and discern priorities.
- Experience with accounting software is a plus.

Other Requirements:

- Exceptional customer service skills.
- Detail-oriented with an outstanding work ethic for efficient output in a fast-paced work environment.
- Ability to communicate with vendors and customers regarding account status and related transactions in a professional, courteous and prompt manner.
- Intermediate to high MS Office skills. Advance Excel is preferred.
- Must comply with the Driving Policy, Pre-Screening Policy and Drug, Alcohol and Contraband Free Policy.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.