

POSITION DESCRIPTION

Title: Bookkeeper

Reports To: Executive Director

Location: Karuk Tribe Housing Authority, Happy Camp

Salary: \$32,000.00 - \$40,000.00, Depending on Experience

Summary: The Bookkeeper shall, under the general supervision of the Chief Financial Officer, be responsible for performing advanced accounting work and preparation of statistical reports (ex; utility consumption, etc.). Shall maintain day-to-day Fiscal and Accounting records. Shall maintain files for fiscal records. Shall maintain Tenant Payment Reports and prepare monthly rent coupons. Shall maintain payroll records.

Classification: Full Time, Non-Entry Level

Responsibilities:

1. Shall be responsible for entering and verifying accounts payable which includes attaching proper documentation, checking for signatures, ensuring funds are available, coding, applying any credit memos, ensuring no duplicate payments, etc. Shall void checks in accounting system when needed.
2. Shall prepare all accounts payable for signatory and prepare payments for distribution.
3. Shall process and reconcile all Travel Advances for employees and Committee members. Includes flight arrangements, lodging, car rental and other necessary arrangements.
4. Shall prepare weekly and bi-weekly payroll, including the liquidation of outstanding employee debts such as travel and expense advances, child support garnishments, homebuyer payments, etc.
5. Shall prepare Tenant Rent Coupons. Includes routing tenant charges and maintaining Tenant Payment Reports.
6. Shall prepare the monthly bank reconciliation for all accounts, which includes verification of all financial data including checks, deposits, JV's, cash receipts, etc.
7. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Other related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must have a high school diploma or equivalency. Two years college level accounting or four years experience in an accounting related field. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two full years experience equals one year of college). Experience in governmental/fund accounting required.
2. Must have ability to use IBM compatible hardware and software, experience with computer based accounting programs and practices.
3. Must have ability to work independently, maintain confidentiality, work effectively with co-workers, and perform under pressure.
4. Must have good organizational skills.
5. Must possess a valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.
8. Must have demonstrated ability to accurately prepare monthly bank reconciliation.
9. Must have experience in preparing and processing payroll, including liquidating outstanding employee debts.
10. Must have experience entering and verifying accounts payable.
11. Must have experience in processing and reconciling travel advances.

Indian Preference Policy: In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring. Section 7(b) of the Indian Self-Determination and Education Assistance Act (Title 25 USC, Section 450e(b)) will also be observed.

Council Approved: September 25, 2003

Chairman's Signature: _____

Employee's Signature: _____