



# Iipay Nation of Santa Ysabel



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**Position: Bookkeeper**

**Reports To: Executive Branch**

**Work Schedule: Monday through Thursday, salaried position**

**Position Start Date: Immediately**

## **PURPOSE**

The Bookkeeper is responsible for all areas relating to financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position addresses tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, yearend audit preparation and the support of budget and forecast activities. The Accounting Manager will have contact with Tribal Administrator, Vice-Chairwoman and the Tribe's Chairman which requires strong interpersonal communication skills both written and verbal.

## **RESPONSIBILITIES & DUTIES**

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Familiar with both payables and receivables
- Ensure the timely reporting of all monthly financial information.
- Ensure the accurate and timely processing of positive pay transactions.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other department managers to support overall department goals and objectives.
- Monitors and analyzes dept. work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.
- Supervise the general ledger to ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures and features to enhance the workflow of the dept.
- Support Tribal Government with special projects and workflow process improvements.

## **MINIMUM REQUIREMENTS**

### Education

BA/BS in Business with an emphasis in Accounting or equivalent experience

### Technical Skills and Prior Experience

Two - five years prior supervisory experience in the financial reporting/general ledger area. Experience working in a Tribal Office firm or professional services firm is preferred.

Must be PC proficient and able to thrive in a fast -pace setting. Experience with Quickbooks Pro accounting system a plus. Must have strong experience with Microsoft Excel, Outlook and Word.

Ten key by touch required.

Strong interpersonal, supervisory and customer service skills required.

Ability to multi-task, work under pressure and meet deadlines required.

The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed. An employee will be required to follow any other job-related duties required by the manager.

#### Additional Requirements

Must pass a pre-employment drug/alcohol screening.

Background check

Indian preference