

SUSANVILLE INDIAN RANCHERIA
795 Joaquin Street
Susanville, CA 96130

P O S I T I O N A N O U N C E M E N T

Position:	Accounting Technician
Date of Announcement:	July 7, 2016
Closing Date:	July 20, 2016
Hours:	Full Time
Salary:	\$11.58 - \$16.60

GENERAL STATEMENT OF RESPONSIBILITY:

The Accounting Technician assists Administrative, Fiscal and Executive staff by performing a variety of support functions. The Accounting Technician will perform computer operations as needed by Fiscal and Administrative departments; Accounts Payable, Accounts Receivable, Payroll, Purchasing, make travel arrangements, preparation of invoices for payment, and other duties as directed by Fiscal Controller.

SPECIFIC RESPONSIBILITIES:

1. Implements and improves document management effectively to maintain financial historical records and enable immediate retrieval of required documents.
2. Selects and prepares invoices by verifying transaction information including purchase requisitions, packing slips, scheduling and preparing disbursements, obtaining authorization of payments, verifying account numbers on invoices and recording invoices accurately.
3. Assists fiscal department by performing computer operations; in-putting invoices for payment, reconciling credit card and EFT transactions, and printing checks for Accounts Payable disbursements.
4. Resolves account discrepancies by investigating documentation; issuing stop payments, or adjustments.
5. May Process Payroll by inputting timesheet information and new employee set ups, prepares Payroll Checks, complete Payroll Reports, deposit Payroll Taxes, and maintain Payroll Files.
6. Maintains security of all confidential information to include items such as employee data, banking procedures, and overall fiscal operations.
7. Processes credit card transactions and prepares deposits.

8. Maintains financial security by following internal accounting controls and advises management of any internal/external changes that may affect the efficacy of those controls.
9. Assists Tribal Managers and Fiscal Department staff as needed.
10. May assist in developing and arranging travel for staff and board by:
 - a. Planning and identifying route, carriers, lodging, verifying space and rates; and booking reservations.
 - b. Obtaining travel tickets by confirming rates, purchasing and issuing travel tickets at appropriate time.
 - c. Preparing travel packets by assembling itinerary, travel orders, conference/meeting information, maps, tickets, confirmation and related document.
 - d. Obtaining refunds and adjustments to travel by completing claim forms and related activities.
 - e. Maintaining resources on travel by assembling, filing and updating travel information: per diem and mileage rates, etc.
11. Provides documentation of fixed asset purchases to responsible fiscal staff for proper recording of such purchases.
12. Responsible for Petty Cash Box.
13. Completes payment process for C.H.S. (Contract Health Services) Department by processing purchase orders, entering data into accounts payable and sending payments to vendors.
14. Reconciles General Ledger Account Balances and reconciles Accounts Payable records to vendor statements.
15. Maintains an adequate level of office supplies.
16. Distributes incoming mail; prepares outgoing mail.
17. Contributes to the team effort by participating in the Susanville Indian Rancheria's Facility wide program improvements, goals and standards.
18. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be a high school graduate or GED equivalent.

2. Must type minimum 30 words per minutes.
3. Must have 1 year experience with computerized general ledger and accounts payable systems.
4. Demonstrate proficiency with Word and Excel (must pass skills testing with an 80% or better).
5. Must have 1 year experience working within a fund accounting environment.
6. Must have good basic math skills (must pass skills testing with an 80% or better).
7. Must possess and demonstrate excellent communication and interpersonal skills.
8. Must be able to pass qualifying exam.
9. Must be able to relate to Native Americans.
10. Native American Preference applies (42 CFR 36.221)

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