



## Blue Lake Rancheria Tribe of California

### POSITION DESCRIPTION

Job Title: Accounting Assistant  
Department: Finance  
Reports to: Controller/HR Director  
FLSA Status: Non-Exempt  
Job Type: Full-Time  
Pay Type: Hourly

#### **JOB SUMMARY**

The Accounting Assistant provides support to the Controller with all aspects of daily and annual accounting activities including but not limited to assisting with accounts payable, accounts receivable, payroll, audit(s) and end of year reporting.

#### **EXPECTED HOURS OF WORK**

This is a full-time position. The typical days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. with lunch from 12:00 p.m. to 12:30 p.m.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in the processing of timecards and payroll reporting.
- Prepare and complete bank deposits.
- Operate company vehicles.
- Accounts payable duties including preparing vendor payments.
- Accounts receivable duties including developing client invoices.
- Update and stock various forms and supplies.
- Prepare, sort, code, log and review documents for accuracy and compliance.
- Assist in the preparation and completion of various audits.
- Assist with end of the year reporting.
- Interface with vendors, clients, and employees.
- Other duties as needed.

#### **SKILLS AND ABILITIES**

- Proficiency in accounting systems, MIP Abila preferred.
- Possess a valid California driver's license.
- Strong knowledge of Microsoft Office suite products, especially Word, Excel, and Outlook.
- Ability to work with confidential information.
- Efficient organization and attention to detail.
- Professional telephone and email etiquette.

#### **EDUCATION AND EXPERIENCE**

- Experience of fund accounting in non-profit organizations preferred.
- Bachelor's in Business Administration and/or two to four years' experience in accounting.

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **WORK ENVIRONMENT**

This job operates in a professional office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Blue Lake Rancheria is a drug-free workplace. Candidate must pass a drug test prior to employment.