



Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION

Job Title:	Accounting Assistant	Contact at:	Blue Lake Rancheria Tribal Office
Department:	Finance at BLR Tribal Office	Email at:	HR@bluelakerancheria-nsn.gov
Reports To:	Controller/HR Director	Send Resume:	HR@bluelakerancheria-nsn.gov
Pay Status:	Non-Exempt/Hourly	Application request to:	HR@bluelakerancheria-nsn.gov
Job Type:	Full-Time	Phone Contact:	(707) 668-5101
Pay Range:	\$20 to \$25 depending on experience and education.	Approved as of:	07/23/24

JOB SUMMARY

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

EXPECTED HOURS OF WORK

Depending on availability, this is a full-time position to a full-time position. The office hours of work are Monday through Friday, 8:00 a.m. to 4:30 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 standards etiquette for safety, hygiene, telephone and email.

EDUCATION AND EXPERIENCE

- Experience of fund accounting in non-profit organizations preferred.
- Bachelor's in Business Administration with an emphasis in Accounting, 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.