



Hopland Band of Pomo Indians Job Description

Position: Accounting Specialist – Full Time
Reports to: Chief Financial Officer
Rate of Pay: \$25.00 –\$ 28.00 per hour (DOE)

POSITION SUMMARY: Provide assistance in all areas of accounting for the Tribe. Duties include assisting with a variety of complex clerical and bookkeeping functions, handle functions of Procurement & Purchasing, Travel, Payroll, Accounts Receivable, Account Payable, Credit Card Management and File Maintenance of records and/or technical reports.

ESSENTIAL FUNCTIONS:

1. Purchasing/Procurement: Handle all aspects of Purchasing/Procurement for the Tribe.
2. Payroll: Handle all aspects of bi-weekly payroll for the Tribe ensuring proper completion and authorization of timecards and employee & benefit deductions according to policies and procedures; record changes affecting net wages, such as exemptions, insurance coverage, etc. for each employee; must expense payroll to departments for cost accounting records and prepare journal entries; maintain employee payroll files.
3. Accounts Receivable: Receive and deposit, payments; maintain accounts receivable balances for the banks, water accounts and tribal accounts.
4. Accounts Payable: Perform accounting, computerized bookkeeping; post invoices and print accounts payable checks.
5. Banking: Handle disbursements and accounts transfers for all accounts.
6. Petty Cash Management: Handles all aspects of Petty Cash Management. Issue and maintain petty cash, verify and reconcile accounts.
7. Credit Card Management: Handle all aspects of credit card and gas credit cards: Issue and maintain credit cards, verify and reconcile accounts.
8. File Maintenance: File accounting records and set up new files as needed. Filing must be kept current and accurate so that important information is easily accessed.
9. Other duties as assigned.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator and/or CFO.

REQUIREMENTS/QUALIFICATIONS:

- AA/AS in accounting or similar field or equivalent work experience of at least two years in related field.
- Must have high school diploma or GED certification or equivalent.
- Must have a valid CA Drivers License and be insurable.
- Must be familiar with GAAP and GASB.
- Must be familiar with fund accounting.
- Must have knowledge of federal programs, financial and procurement regulations.
- Must have strong computer skills especially in MS Excel.
- Must maintain confidentiality of all activity in the fiscal department.
- Must be able to effectively communicate both verbally and in writing.
- Must have the ability to follow complex oral and written instructions.
- Must be able to operate a 10 key by touch.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Additional Requirements: Ability to manage multiple tasks and meet deadlines; maintain confidentiality at all times; exercises sound independent judgment within policy guidelines.

Language Skills – Should have excellent writing, oral and interpersonal communication skills and an intuitive listener; ability to prepare clear and concise reports, correspondence, grants, policies and **other** written materials;

Mathematical Skills - Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands – While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, employees, and others. Is regularly required to sit for long periods of time, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply: Mail your completed application, resume, and DMV print out to:

Hopland Band of Pomo Indians
Human Resources
3000 Shanel Rd
Hopland, Ca 95449

Apply in Person – You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00am to 5:00 pm Monday through Friday. Or Email HR@hopandtribe.com

Other ways to Get Position Listings and Applications – If you need a hard copy of an application mailed to you, please call 707-472-2100

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