



## MESCALERO APACHE TRIBE Job Announcement

<b>Position Title:</b>	<b>Accounting Technician</b>	
<b>Department:</b>	<b>Finance</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: NE8</b>
<b>Opening: April 10, 2019</b>	<b>Closing April 18, 2019</b>	

### **Job Summary**

Performs a variety of advanced accounting tasks to compile, prepare, review, and verify financial and statistical records and funds; calculates, posts, and verifies financial transactions. May specialize in Accounts Payable, Accounts Receivable, Payroll, Benefit Administration or Cash Reconciliation.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### **Duties and Responsibilities**

- Answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
- Maintains all accounting functions related to accounts payable in the automated computer system.
- Performs general accounting procedures in the preparation of financial documents, records, and reports; reviews and processes accounts payable. May serve as backup for other accounting staff including cash receipts, purchase orders or receptionist.
- Prepares journal entries as needed.
- Reconciles invoices to monthly statements or other supporting documentation
- Determines validity of documents submitted with purchase order for authorization.
- Reviews vendor information for completeness and accuracy. Enters vendors into the system and reconciles and corrects any duplicate vendors
- Monitors accounts payable; verifies purchase requisitions, expense claims, and invoices; verifies invoiced items are received; ensures accountability of internal records and controls.
- Processes payment of invoices and receipts of goods.
- Analyzes account codes and makes necessary corrections; audits and verifies claims, financial reports, and payments for compliance with budget constraints, rules, regulations, and board policies; verifies reports and other calculations; revises claims and reports as needed.
- Prepares and maintains aging report and various other financial reports.
- Reconciles accounts to the general ledger.
- Maintains the issuance of credit cards and reconciliation of monthly statements to invoices/receipts.
- Provides information on department, policies, procedures and/or processes.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Monitors, reviews and updates vendor activity for end of year 1099 issuance.
- Review, log, prioritize, and route correspondence.
- Make take deposits to bank.
- Assists with preparation and distribution of dividend to Tribal Members.

- Enters all information into database.
- Gather, organize, and prepare information for routine reports.
- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Perform other duties as assigned.

### **Minimum Qualifications**

- High School Diploma or GED.
- Associate's Degree preferred.
- One year accounting or bookkeeping experience.
- Computer and database skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems and accounting software, preferably MIP.
- Knowledge of basic principles, procedures, and terminology of auditing, accounting and financial record keeping; basic software applications related to financial applications.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to conduct basic research; set up and maintain database files to create spreadsheets and other related forms and documents.
- Ability to set up and accurately maintain accounting and financial records; follow directions; work independently; set priorities and meet deadlines.
- Ability to detect and correct errors or omissions.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to gather data, compile information, and prepare reports.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Above average attendance record required.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

Work is generally performed in an office setting with a moderate noise level.