



MESCALERO APACHE TRIBE Job Announcement

Position Title:	Accounting Technician – PO's	
Department:	Finance	
Employment Status:	Non-Exempt	Grade: NE6
Opening Date: May 08, 2019	Closing Date: May 17, 2019	

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 related to purchasing.

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 in the automated computer system for purchasing.
- Performs general accounting procedures in the preparation of financial documents, records, and reports; prepares and processes purchase orders. May serve as backup for other accounting staff including cash receipts and receptionist.
- Prepares journal entries.
- Reconciles cash to sales recaps or other supporting documentation.
- Determines validity of documents submitted with purchase order for authorization.
- Monitors and verifies purchase requisitions, expense claims, and invoices; ensures accountability of internal records and controls.
- Obtains and enters W-9's, from vendors prior to payments. Assists with year-end reconciliations for 1099s.
- Prepares and processes purchase requisitions; prepares and cancels warrants and adjusts records as a result and reports are received by the appropriate agencies on or before the prescribed deadlines.
- Prepares and maintains aging report and various other financial reports. Investigates and reconciles old outstanding purchase orders for validity.
- 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.
- Review, log, prioritize, and route correspondence.
- Make take deposits to bank.
- Assists with 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.
- Above average attendance and punctuality 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.
- 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.

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.