



## MESCALERO APACHE TRIBE Job Announcement

<b>Position Title:</b>	<b>Accounting Technician – PO's</b>	
<b>Department:</b>	<b>Finance</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: NE6 \$12-\$15 hourly</b>
<b>Opening date: July 26, 2022</b>		<b>closing date: August 9, 2022</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 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 and finalizing of PO assignments to meet 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.
- 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.