



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Accounting Technician – Receipts	
Department:	Finance	
Employment Status:	Non-Exempt	Grade: NE8
Opening date:	March 28, 2024	Closing date: Open until filled

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 depository receipts.

This position description includes, but is not limited to, listed duties, examples and tasks, and are subject to change at manager's discretion.

Duties and Responsibilities

- Answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
- Enters approved data in the accounting system(s) to process transactions in a timely, comprehensive manner following document procedures and proper internal control practices that results in a complete and evident audit trail.
- Performs general accounting procedures in the preparation of financial documents, records, and reports; prepares and processes purchase orders. Prepares journal entry transactions.
- Reconciles cash to sales recaps or other supporting documentation and preparation of deposits including verification from entities. Ensures all receipts for payments are complete and received timely.
- Prepares various reconciliation of accounts receivable/loan payments and communication with other entities of the accounts.
- Reviews data to ensure accuracy and minimize exposure by following departmental procedures.
- 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.
- Maintains positive internal customer relationships by providing prompt and appropriate responses to inquiries, issues, and concerns when appropriate.
- Review, log, prioritize, and route correspondence.
- Issues vendor permits for daily or monthly sales.
- 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.
- Handles Elderly assistant program.
- Adheres to confidentiality requirements.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- One year accounting or bookkeeping experience.
- Computer and database skills required.
- Good attendance and punctuality required.
- Must have a valid NM Driver's License
- 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. Evening, weekend, and/or holiday work may be required. Extended hours and irregular shifts may be required.