



The Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

ACCOUNTING ASSISTANT

Position Description

Department:	Finance Department
Pay Range:	\$17.00 - \$25.00
Hours/week:	Up to 40 hours/week
Classification:	Non-exempt

Reports to (title):	Chief Financial Officer
Effective Date:	August 3, 2018
Revised Date:	August 10, 2018
Type:	Full-time

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Federated Indians of Graton Rancheria are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Citizens, employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The Accounting Assistant provides support with specific responsibility for the processing, recording, updating, and reconciling of fiscal information in compliance with established policies; assists with accounts payable, accounts receivable, and related activities. Under the direction of the Chief Financial Officer and/or designee, the Accounting Assistant may also provide support to other finance personnel.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Assists with incoming TANF support services and cash aid requests, invoices and prepares them for entry into the accounting system. This includes matching requests to client base, review documentation for allowability, ensure appropriate approval is obtained, determine accuracy of coding, and communicate with program staff for additional supporting documents.
2. Assists with check runs, data entry, generates checks, and prepares checks for signature.
3. Assists with reconciling monthly employee credit card statements, researches missing invoices and receipts, corrects and resolves discrepancies with employees, and prepares subsidiary spreadsheets, uploads into system, prepares journal entry for processing by cut-off defined in Finance Month-end Reporting Calendar.

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4. Assists with reviewing invoices for accuracy and completeness, ensuring allocation to the proper general ledger accounts.
5. Assists with reconciling vendor statements, requisition requests, and credit card statements to underlying receipts and follows-up on missing documentation.
6. Assists in maintaining electronic files for the Finance department as needed.
7. Assists in generating and processing purchase requisitions, pays and reconciles vendor invoices, and prepares vouchers of receipts and disbursements for entry in ledgers.
8. Maintains petty cash, receives petty cash requests on completed petty cash voucher, reviews requests for sufficient documentation, obtains appropriate signatures, and disburses cash to requestor. Records the voucher amounts in subsidiary spreadsheet, and as necessary, counts cash, and balances to spreadsheet. Prepares a petty cash reimbursement request and counts cash for verification with supervisor per policy.
9. Assists employees with travel reconciliations, prepayments and reimbursements.
10. Performs general administrative functions for the Finance Department, including, but not limited to, filing, organizing documents, and maintaining records to ensure fast and accurate data retrieval.
11. Assists with the annual audit, as needed.
12. Performs other duties, as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One to two years (1-2) experience in accounting/bookkeeping or• 2 years clerical/office experience AND |
| Education: | <ul style="list-style-type: none">• High School Diploma or equivalent GED |
| Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to make calculations and tabulations and review accounting and related documents accurately and efficiently• Ability to perform basic math calculations such as addition, subtraction, multiplication, and division.• Ability to operate a computer using spreadsheet and financial accounting software; ability to operate a calculator or adding machine and other standard office equipment• Ability to organize, set priorities, meet established deadlines and exercise sound judgment within established guidelines.• Ability to understand and carry out written and verbal instructions; communicate clearly and concisely both verbally and in writing; establish and maintain highly effective working relationships• Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner• Ability to work efficiently and effectively under deadlines• Ability to master and effectively use the software systems used at FIGR• Ability to successfully clear all pre-employment testing and background checks• Excellent verbal and written communication skills |

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- Knowledge and experience with Microsoft Outlook, Word, and Excel
- Must possess a high degree of integrity and trust along with the ability to work independently
- Must perform other duties as assigned

PREFERRED QUALIFICATIONS

- Tribal Government accounting experience
- Abila MIP accounting software experience

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation:** This position will be subject to a criminal history and fingerprint background check, and in some positions, may also be subject to a Fair Credit Reporting Act (FCRA) check. In addition, all positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

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Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the **Accounting Assistant** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee Name (print)

Employee Signature

Date

Supervisor Name (print)

Supervisor Signature

Date