



## JOB DESCRIPTION

Bishop Tribal Council  
Bishop, California

**Position:** Fiscal Office Assistant  
**Department:** Fiscal  
**Supervised by:** Chief Financial Officer  
**Pay Range:** T-4 \$14.42-\$20.19 (\$29,994.00 - \$41,995.00 Annually) DOQ  
**FLSA:** Non-Exempt, Hourly, Permanent Full Time

**General Duties:** Under the general supervision of the Chief Financial Officer, the Fiscal Office Assistant performs a variety of accounting and clerical functions in a fast-paced environment. As the first contact for customers, in person or by phone, this is a very visible position. The Fiscal Office Assistant will serve as the backup person for receiving payments for all Tribal services including water and sewer, housing, insurance, irrigation, and storage. Success in this position requires excellent communication and customer service skills, accuracy in cashing, and the ability to handle multiple tasks.

### Responsibilities:

- Greets and offers assistance to the customers and tribal employees.
- Answer multi-line phone, answer inquiries, take complete and accurate messages or re-direct calls.
- Receive and route mail, documents, and forms; record purchase orders.
- General office tasks including filing, monitoring office supplies and ordering as needed, generate forms.
- Backup accounts receivable:
  - Receives payments, record in accounting system, and issues receipts,
  - Balance daily receipts to cash drawer.
  - Respond to customer questions/problems using customer records in accounting system; research discrepancies and recommend appropriate action.
- Respond to vendor inquiries regarding payment status; initiate stop payments; update vendor address records.
- Assist other fiscal staff members with various accounting tasks.
- Run errands, including daily bank deposits, using tribal vehicle.
- Other duties as assigned.

**Supervisory Responsibilities:** None

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.

- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

**Experience and Education:**

- High school diploma or GED.
- One (1) year receptionist and cashiering experience.
- Prior accounting experience preferred.

**Other Requirements:**

- Ability to perform multiple tasks.
- Demonstrate proficiency in Word and Excel.
- Comply with the Driving Policy, Drug, Alcohol and Contraband-Free Policy and Pre-Employment Selection Policy.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.