



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Enterprise Accountant
Department: Fiscal
Supervised by: Controller or designee
Pay Grade: E4 \$59,513.00 - \$83,319.00 DOQ
FLSA: Full-Time; Exempt

Position Summary: Under the general supervision of the Controller, the Enterprise Accountant will post all financial activity for the gas stations. They will also post accounts receivable charges or payments to customer accounts, including any corrections. Review and set up new customer accounts.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Balance Gas Station daily deposits, monitor daily cashier transactions for any errors and report on daily transactions log for monthly reporting. Submit manufacturer coupons for redemption. Post Required general ledger entries.
- Prepare and analyze fuel cost information as needed; prepare monthly fuel purchase tax schedules, including, but not limited to: Federal Tax rebate filings and California Use Tax filings.
- Train other fiscal staff on accounting software modules as requested.
- Ensure that all Accounts Payable are kept current, including all electronic Accounts Payable including credit card activity and general ledger entries.
- Reconcile Gas Station bank statements and cash accounts as needed.
- Monitor gas station bank balances on a daily basis.
- Ensure that all service contracts are in compliance.
- Ensure all daily deposits are reviewed for accuracy and report any differences.
- Prepares all required financial reports monthly.
- Monitor monthly inventories of fuel and goods for annual general ledger entries.
- Assist gas station managers when needed,

Education and Experience:

- High School Diploma or GED.
- Bachelors degree from an accredited college or university in Accounting, Business Administration, Fiscal, Management, Finance, Economics is preferred or three (3) years of bookkeeping experience that demonstrates knowledge, skill, and abilities.

Other Requirements:

- Computer experience and knowledge of Sage (Abila) accounting software desired. Experience with other financial software may be substituted.
- Knowledge of techniques required for selecting, coding and posting accounting data and the ability to reconcile accounts.
- Ability to make arithmetical computations and operating calculations.
- Ability to work quickly with a high degree of accuracy.
- Ability to develop and verify accounting data for reports and statements.
- Typing and filing as necessary in line of work.

- Self-motivated and self-managed with high degree of honesty and integrity.
- Must have and maintain a valid California Driver’s License and be insurable under the Tribe’s existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe’s organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

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.
- *Analytical Skills* – the individual must have the ability to analyze and solve both complex and uncomplicated problems and make decisions that are sensible, reasonable and easy to understand.
- *Communication*— must possess excellent oral and written communication skills, organizational, problem-solving, and analytical skills for effective communication.
- *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 develop realistic action plans. Ability to manage multiple tasks and discern priorities.
- *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.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
- *Motivated*—the individual inspires self and others to get the job done and follow through on tasks.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations and other events. While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____