



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Recordkeeper I
Department: Fiscal
Supervised by: Fiscal Supervisor or Designee
Pay Grade: NE2 \$17.73-\$23.05 Hourly (\$36,882.56-\$47,947.33) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The Recordkeeper I provides assistance to the Fiscal Department by performing the electronic and physical filing duties as well as other clerical duties as time allows. The Fiscal office has access to highly confidential material. This position must always maintain confidentiality, both during and after employment.

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

Job Duties:

- Uploads all documents into electronic filing system.
- Responsible for electronically and physically filing and retrieving fiscal documents.
- Assist the Fiscal staff with shredding of physical documents.
- Removes shredded material and recycling to appropriate bins.
- When necessary, receipts incoming cash and/or checks and researches accounting codes when necessary.
- Breaks down AP checks, makes copies of signed checks, mails with vendor information, and files AP documents electronically.
- When necessary, assist Fiscal staff with stuffing envelopes for Accounts Receivable or Administrative Support teams.
- Retrieves files and correspondence upon request.
- Answers telephone, conveys messages, provides information as required, or refers to appropriate staff.
- Responsible for receiving, stamping and distributing incoming mail.
- Responsible for logging outgoing mail, posting and taking mail to post office when necessary.
- Photocopies documents and is responsible for financial statement copying and distribution.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High School Diploma or GED required.
- One (1) year experience in an office environment utilizing general office equipment.
- Prior accounting experience preferred.

Other Requirements:

- Must have 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.

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 20 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: _____

