



# NANSEMOND INDIAN NATION

## JOB DESCRIPTION

### BOOK KEEPER

<b>Position Title:</b> Bookkeeper	<b>Status:</b> Fulltime/Non-Exempt
<b>Division:</b> Executive - Finance	<b>Level:</b> 1
<b>Supervisor:</b> Finance Director/Tribal Administrator	<b>Range:</b> \$29,120 - \$42,601
<b>Opening Date:</b> November 14, 2022	<b>Closes:</b> December 31, 2022

#### SUMMARY

Under supervision, direction and oversight of the Finance Director, the Bookkeeper will be responsible for providing support to the Finance Department in the recording and tracking of the financial activities of the Nation.

#### DUTIES & RESPONSIBILITIES

The Bookkeeper, under direction of the Finance Director, shall record and track the financial activities of the Executive Branch Departments of the Nation in compliance with applicable law such as, but not limited to, the following:

1. Regularly record and update, income (accounts receivables) and expense (accounts payables) tracking mechanisms to document transaction details and provide regular financial reports; and
2. Scan, record and reconcile invoices, payments, and transactions from monthly and quarterly statements; and
3. Organize and maintain hard copy and electronic programmatic and financial records including but not limited to, invoices, statements, receipts, and other documentation of financial transactions; and
4. Undertake such actions to fact-check data to ensure accuracy and to notify supervisor of any questionable or unclear accounting issues; and
5. Regularly upload data to the Nation's financial archives database; and
6. Other duties as assigned by Supervisor.

## QUALIFICATIONS & REQUIREMENTS

1. A successful candidate will possess the following preferred Qualifications:
  - A. Bookkeeping Certificate from a community college or university with at least three (3) year's experience working as a bookkeeper for an Indian tribal or public government; or
  - B. An acceptable combination of education and experience that in the Nation's discretion, equates to the preferred qualifications aforementioned.
2. Requirements include:
  - A. Submission to, and successful passage of, drug-testing and background check requirements; and
  - B. Possessing and maintain valid driver's license and be insurable by the Tribe's auto insurer; and
  - C. Have great communication skills – verbal, written, electronic and auditory.
  - D. Have good working knowledge of computers and common software programs such as, but not limited to, Microsoft Office Suite, Adobe Acrobat, and some knowledge of financial software such as Abila MIP and Quickbooks.
  - E. Have knowledge of sound financial practices and requirements.

## PREFERENCES EXERCISED

Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i)(1982), provides an exception to Title VII's general nondiscrimination principles through which Indian tribal nations exercise an employment and contracting preference in favor of American Indians. Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), requires the inclusion of Indian preference provisions in certain federal contracts and grants.

The Nation shall give preference to enrolled citizens of Indian tribes/nations for employment and Indian/tribally owned businesses for contracting opportunities. In other than the proceeding situations, the Nation is an Equal Opportunity Employer (EOE).

## DISCLAIMER

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. 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 job. The selected candidate must successfully comply with applicable drug testing and background check requirements.*

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Nansemond Indian Nation reserves the right to amend and change responsibilities to meet governmental, business, and organizational needs. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.*