



## Monacan Indian Nation

### Accounting Assistant (Full-time)

#### Salary Range

\$28,000.00- \$38,000.00 Annually

#### JOB SUMMARY

Responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. Will run accounting software programs to process business transactions, like accounts payable and receivable, disbursements and receipts. Should be familiar with all accounting procedures.

#### Organizational Relationship

This position reports directly to the Tribal Administrator and the Treasurer and external Audit firm. Performs difficult clerical and responsible technical work involving the preparation and maintenance of fiscal or related records; does related work as required.

Work is performed under regular supervision. Supervision maybe exercised over subordinate accounting clerks

#### Duties & Responsibilities

Duties include but are not limited to,

- 1) Prepares, reconciles and assists with the maintenance of financial records, entering, verifying and checking data processing accounts payable, accounts receivable, purchasing, inventory, budget and/or financial accounts
- 2) Sorts, analyzes, prioritizes, and preps incoming work daily for accuracy and compliance with applicable policies and procedures; identifies and respond to issues appropriately.
- 3) May balance check proposal to the prior days invoice postings; identifies and resolve discrepancies.
- 4) Voids and/or reissue checks. Ensure proper documentation is received and distributed to ensure a void or stop-payment has been issued.
- 5) Provides customer services, assists in process of issuing payment to customers, vendors, outside agencies, and/or general public,



conducting research; responds to telephone, email, written and in-person requests; provides information and resolving any related issues.

- 6) Performs administrative duties by answering and directing telephone inquiries, compiling data for reports, filing documents, processing various reports, maintaining files, compiling information and keeping logs
- 7) Compiles and assembles information to be used by others, such as documents and records for internal and external auditors.
- 8) Maintain specialized database(s); inputs, retrieves, and analyzes data; reviews reports to ensure that data is current and accurate. May provide technical support to system users.
- 9) Performs related tasks as required.

### Required Qualifications

- 1) Associates in Business Administration or any combination of education and experience equivalent to graduation from high school supplemented by college level courses in accounting or business administration.
- 2) In Lieu of Formal Education at least three (3) years experience involving of financial or statistical records.
- 3) Thorough knowledge of routine accounting principles and practices; through knowledge of standard office procedures, practices and equipment
- 4) Ability to maintain complex financial records and to prepare financial reports accurately
- 5) Ability to understand and follow complex oral and written instructions
- 6) Ability to deal effectively with co-workers and the general public 7) Ability to prioritize work and complete work under strict deadlines 8) Ability to work in an environment with frequent interruptions.
- 9) Must live and reside within a 50 mile radius of the Tribal Center at Bear Mountain in Amherst County, Virginia. Or be willing to relocate within the distance requirement at own personal expense.

### Preferred Qualification

- 1) NAFOA Certification
- 2) Abila experience



## Physical Demands

Mostly sedentary position; with travel required; Applicant must be able to lift, carry, push and pull at least 20 pounds. Applicant must be able to work accurately and efficiently in a busy and sometimes stressful environment.

**\*Criminal Background Check and Drug Screening required\***

**\*\*Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification of Indian heritage documentation certificated by respective tribe of affiliation.\*\***

Position posted for two (2) weeks.