

Position: Accounting Technician #1
Department: Finance
Supervisor: Assistant Controller
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

Position is responsible for preparing accurate financial records on a monthly basis for review by the Controller. Position is responsible for BIA, DOI, HUD and Tribal Programs as assigned. Prepares and submits reports to each funding agency in a timely manner.

Duties and Responsibilities:

- Review posting of program expenditures and cash receipts for accuracy. Prepares general journals on a monthly basis.
- Posts approved budgets into computerized system based upon Business Committee/funding agency approval.
- Prepares accurate monthly financial reports for Controller's review by internal deadline established.
- Determines when to order funding from funding agencies to cover expenditures.
- Prepares and submits financial reports to funding agencies as required by their deadline.
- Monitors matching requirements for assigned grants. Obtains documentation to substantiate matching financial reports as required.
- Determines and prepares invoices specific to assigned programs for Controller's review and signature.
- Serves as backup Cashier as needed. Prepares receipts and deposit vouchers for monies collected.
- Reconciles monthly bank statements as assigned.
- Prepares special reports as assigned.
- Performs other duties as assigned by Supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of accounting principles, practices and procedures.
- Working knowledge of computerized accounting systems.
- Knowledge of filing/receiving information electronically.
- Skills in the use of office equipment, including data processing systems, 10-key by touch, typing 45 wpm.
- Ability to work with limited supervision. Ability to follow written or oral instructions.
- Ability to prioritize work assignments to meet deadlines.

Education and Experience

- High School diploma or equivalent required.
- Twelve (12) hours of college level accounting and experience in accounting at a technician level.
- College graduate in Accounting.
- Equivalent experience in computerized accounting functions with three (3) to five (5) years experience in general ledger and/or accounts payable.
- And/or any equivalent combination of education and/or experience.

Employee's Signature

Date

Supervisor's Signature

Date