

**Toiyabe Indian Health Project, Inc.**

**POSITION DESCRIPTION**

**POSITION:** Bookkeeper II

**SALARY RANGE:** TSS 5

**SUPERVISOR:** Controller

**WORK STATION:** Bishop Fiscal

**NON-EXEMPT**

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**QUALIFICATIONS:**

1. High school diploma or GED.
2. Accounting major with an AA degree or equivalent, or three years of bookkeeping experience.
3. The ability to work with the Indian community and to work cooperatively with the Toiyabe staff.
4. CPR certified, or certification within three months of hire.
5. Valid California drivers' license and be insurable with company insurance. Must be sensitive and possess an awareness and strong appreciation of Native American traditions, customs, and socioeconomic needs of the Indian community.
6. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

**DUTIES & RESPONSIBILITIES:**

1. Work in coordination with the Chief Financial Officer and Controller.
2. Assist in general activities to insure the effective operation of the established accounting system which may involve a narrow range of accounts or encompass the entire system, depending on the nature and level of assignments.
3. Ensure pre-assigned grants/contracts and miscellaneous reports required by TIHP are vouchered in detail to facilitate month- or quarterly-end closings.
4. Review expenditures associated with pre-assigned grants/contracts prior to month-end close-outs; prepare, verify, and enter journal vouchers necessary for maintaining accurate information of all pre-assigned grants/contracts, which includes but is not limited to assisting in maintaining contract awards, modifications, and entries to reconcile actual expenditures to contract billable expenditures.
5. Review and reconcile travel advance monthly and any associated liability accounts.
6. Review and post "other income" to the accounting system each month, ensuring accuracy and completeness.
7. Compile and report provider statistical data monthly.
8. Other duties as assigned, including serving as support for other fiscal staff when needed.

**Description reviewed: Employee \_\_\_\_\_ Date \_\_\_\_\_**

**Supervisor \_\_\_\_\_ Date \_\_\_\_\_**