

TOIYABE INDIAN HEALTH PROJECT, INC.

**POSITION
DESCRIPTION**

POSITION: Bookkeeper I

SALARY RANGE: TSS 6-1

WORK STATION: Toiyabe Bishop

SUPERVISOR: Assistant Fiscal Officer

SUPERVISES: None

NON-EXEMPT

POSITION SUMMARY: Performs job duties to assist fiscal in the efficient operations of that department.

QUALIFICATIONS:

1. Graduation from high school or the equivalent GED.
2. 2 years experience with fund accounting.
3. General experience in progressively responsible clerical work which has demonstrated arithmetic aptitude and ability, accuracy and attention to detail and the ability to apply established procedures for recording and compiling data.
4. Hands-on knowledge of computer operations.
5. Work cooperatively with the financial staff of the Project.
6. CPR certified or certified within six months of hire.
7. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
8. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

RESPONSIBILITIES:

1. Specialized experience including such functions as analyzing and classifying or recording transactions; balancing, reconciling, adjusting or examining accounts; developing or verifying accounting data for reports, statements and schedules.

2. Maintains various types of records for accounts receivable checks on a daily basis, requiring accuracy in consolidating pertinent data; coding, compiling and verifying. Making arithmetic computations for journal entries at months end.
3. Responsible for monitoring several contracts; expenditures, invoicing for reimbursement and submitting reports to the appropriate funding agencies in a timely manner. In addition, assures voucher reconciles with General Ledger. Making Journal entries as necessary.
4. Computer operation of a microcomputer or a mini-system. Posting any data as needed.
5. Assisting cashiers and insurance clerks in their software system (i.e., software support); assisting with back-up support when necessary.
6. Assist Bookkeeper II in general activities to insure the effective operation of an established accounting system. This may involve a narrow range of accounts or may encompass the entire accounting system of the activity, depending on the nature and level of assignments.
7. Maintain contract monitoring system for all TIHP contractors. Contacting appropriate individuals for data needed in the main contract file and by the contracting agency by a specific date, i.e., narrative reports, budget modifications, correspondence, etc., as necessary.
8. Other job-related duties as assigned.

Description Reviewed: **Employee:** _____ **Date:** _____

Supervisor: _____ **Date:** _____

