



Accounting Assistant (Full-time)

\$28,000 to \$38,000 per year
plus benefits

Background

The Monacan Indian Nation is Virginia's largest federally recognized tribe located in Madison Heights, VA on a six (6) acre campus. We are in a period of growth and are looking for a full-time dedicated accounting assistant to assist the Financial Controller. The ideal individual will be a strong team player, focused, hard working with good interpersonal skills.

Job Summary

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

Organizational Relationship

This position reports directly to the Financial Controller, Tribal Administrator 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.

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 responds to issues appropriately.
- 3) May balance check proposal to the prior days invoice postings; identifies and resolves discrepancies.
- 4) Voids and/or reissues 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 public, conducting research; responds to telephone, email, written and in-person requests; provides information and resolves 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 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 tribal members.
- 7) Ability to prioritize work and complete work under strict deadlines.
- 8) Ability to work in an environment with frequent interruptions.

Preferred Qualification

- 1) NAFOA Certification
- 2) Abila accounting software 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 until filled.

