



Wiyot Tribe

Accounting Technician Job Description

General Description: Under the direction of the Fiscal Director, the Fiscal Technician duties will include payroll, accounts receivable, account reconciliations, journal entries, and administrative tasks as assigned. The position requires working knowledge of Microsoft Office including Excel, Outlook and Word. Fund accounting experience required.

Responsibilities:

- Maintains journals and general ledgers of financial transactions and prepares analytical reports on revenues and expenditures.
- Independently performs complex and technical audits based on analyzing and interpreting financial information.
- Prepares calculations for billing for services provided by the County.
- Appropriately distributes funds in accordance with State and Federal regulations.
- Maintains ancillary, general, statistical, and cost records. Examines and reviews account records, adjusting balances and reconciling accounts.
- Prepares and processes materials that require the analysis of source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data.
- Compiles a variety of narrative and statistical reports, locating sources of information, devises forms to secure data, and determines proper format for finished reports.
- Answers questions that involve searching for and abstracting technical data and detailed explanations of laws, policies, or procedures, referring only matters requiring policy decisions to the supervisor.
- Must understand automated systems and trouble-shoot problems related to the production of fiscal and statistical reports and related documents.
- May be responsible for a billing and statistical record keeping operation.

Skills Required:

Knowledge of:

- Basic budget preparation procedures.
- Grammar, vocabulary, spelling, punctuation and composition.
- Methods, practices and automated systems used in the development, maintenance and control of fiscal and accounting work.
- Basic governmental accounting principles and procedures.
- Purposes and methods of financial record keeping.
- Computer terminology and computer keyboard arrangement.

Ability to:

- Demonstrate mathematical aptitude.
- Enter data accurately into automated system.
- Prepare financial reports and maintain ledgers and journals.
- Independently perform varied and responsible technical accounting assignments.
- Establish and maintain effective working relationships.
- Follow written and oral directions and instructions.
- Analyze data and draw logical conclusions.
- Communicate effectively both verbally and in writing.
- Maintain confidentiality.

1000 Wiyot Drive, Loleta, CA 95551

Phone :(707) 733-5055 Fax: (707)733-5601 www.wiyot.us



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Experience / Education Required

- Three (3) years of increasingly responsible technical experience in financial, accounting, or statistical record keeping activities.
- Formal education in basic accounting or bookkeeping may substitute for the experience requirement on a year for-year basis.
- DRIVER LICENSE REQUIREMENT
- Candidates selected for interview will be required to pass an Excel and accounting skills assessment.
- Final candidates will be subject to a background check.

Wage / benefits:

This position is considered a full-time 37.5 hours per week, eligible for benefits, and at-will employment. Includes a three month probationary period with a step raise for satisfactory evaluation at that time.

Signed: _____ Date _____