

YUROK INDIAN HOUSING AUTHORITY



15540 US Hwy 101 North, Klamath, CA• 95548-9351• (707) 482-1506; (800) 281-4749

JOB DESCRIPTION

Job Title: Bookkeeper I, II or III
Reports To: Fiscal Director
Work Site: Klamath, California
FLSA Status: Full-Time, Permanent: Non- Exempt
Wage Range: Step 7 to 8 on YIHA Salary Scale (12.53 – 18.50)
Benefits: Health and Dental Insurance , 401K
Department: Fiscal

POSITION SUMMARY:

This position is under the general supervision of the Fiscal Director. Incumbent must work independently, and is responsible for submission of documents for support by the YIHA Accounting department for the general ledgers and Financial Statement preparation. Prepares/provides/assist employee's payroll. Maintains accounts payable, accounts receivable and purchasing records.

DUTIES AND RESPONSIBILITIES:

1. Maintains a working knowledge of all policies and procedures of the authority that involve or effect financial transactions, payroll, accounts payable, accounts receivable and purchasing records.
2. Accounts for the receipt of all cash to the authority, whether rents and homebuyer payments, subsidy receipts, LOCCS draws, other grant receipts, interest earned, insurance proceeds, late fees, etc. assuring that proper bank deposits are made.
3. Prepare and transmits monthly tenants billings.
4. Prepares Tenant Accounts Receivable Report (TAR).
5. Assures the procurement and purchasing processes that obligates funds, requiring proper signature authorization agent for purchase orders and contracts.
6. Maintains complete vender files and check registers.
7. Prepare and code accounts payable, and printing of checks.
8. Assist or cause to prepare in-house Payroll, direct deposits and tax requirement.
9. Assists with the preparation and conduct of all audits and reviews of the authority.
10. Must maintain confidentiality of all files and accounts of the authority.
11. Maintains accounting files of forms, reports and other materials and retrieves them upon request.
12. Maintain vehicle records, and driver records.
13. Perform other financial duties as assigned by the Fiscal Director.

LANGUAGE SKILLS:

Ability to read and interpret documents such as policies and procedures, operating and maintenance instructions. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

DESIRABLE QUALIFICATIONS:

AA Degree from a credited college in Business Administration with an emphasis in accounting and 2 years of work experience in accounting. A working knowledge of account principles and the accounting cycle (GASB-34 & GAAP).

Progressively responsible work experience in a similar occupation may be substituted for the educational requirement (two years of full time experience equals to one year of college)

MINIMUM QUALIFICATIONS:

1. Experience Housing accounting.
2. Ability to self-monitor work and perform independent judgment and pay attention to detail.
3. Must have knowledge of and be familiar with computerized accounting programs, computer spreadsheets and the ability to operate computerized word processing programs.
4. Experience with and/or knowledge of Native American Communities.
5. Able to work within established guidelines with little direct supervision.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Housing Authority's Drug and Alcohol Free Work Place Policy including pre-employment screening.

IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS, INDIAN PREFERENCE WILL BE APPLIED. THE YUOK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE WORKPLACE. DRUG SCREENING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING EMPLOYMENT.