



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Fiscal Office Assistant
Department: Fiscal
Supervised by: Controller or designee
Pay Grade: NE2 \$17.73-\$23.05 Hourly (\$36,882.56-\$47,947.33) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The Fiscal Assistant performs a variety of accounting and clerical functions in a fast-paced environment. As the first contact for customers, in person or by phone, this is a very visible position. The Fiscal Assistant will serve as the backup person for receiving payments for all Tribal services including water and sewer, housing, insurance, irrigation, and storage.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Greets and offers assistance to the customers and tribal employees.
- Answer multi-line phone, answer inquiries, take complete and accurate messages or re-direct calls.
- Receive and route mail, documents, and forms; record purchase orders.
- General office tasks including filing, monitoring office supplies and ordering as needed, generate forms.
- Backup accounts receivable such as but not limited to; receives payments, records in accounting system, issues receipts, balance daily receipts to cash drawer, respond to customer questions/problems using customer records in accounting system, research discrepancies and recommend appropriate action.
- Respond to vendor inquiries regarding payment status; initiate stop payments; update vendor address records.
- Assist other fiscal staff members with various accounting tasks.
- Run errands, including daily bank deposits, using tribal vehicle.

Supervisory Responsibilities: None

Education and Experience:

- High School Diploma or GED required.
- One (1) year receptionist and cashiering experience required.
- Prior accounting experience preferred.

Other Requirements:

- Ability to perform multiple tasks.
- Demonstrate proficiency in Word and Excel.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- *Analytical Skills* – the individual must have the ability to analyze and solve both complex and uncomplicated problems and make decisions that are sensible, reasonable and easy to understand.
- *Communication*— must possess excellent oral and written communication skills, organizational, problem-solving, and analytical skills for effective communication.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans. Ability to manage multiple tasks and discern priorities.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations and other events. While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____

