



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Administrative Assistant  
**Department:** Wanaaha Hotel  
**Supervised by:** Wanaaha Hotel General Manager  
**Pay Grade:** NE3 \$19.51 - \$25.36  
**FLSA:** Non Exempt, Hourly / Regular; Full Time

**Position Summary:** The Administrative Assistant manages financial transactions, ensuring timely payments and collections, and maintaining accurate financial records. This job description provides a comprehensive overview of the roles and responsibilities associated with accounts payable and receivable positions, highlighting the importance of these functions in maintaining a company's financial health. This position ensures exceptional time sensitive accomplishments, productivity and control.

**Indian Preference:** The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute 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.

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

### **ESSENTIAL DUTIES:**

- Process vendor invoices by verifying transaction information and matching them to purchase orders.
- Schedule and execute disbursements to vendors, ensuring timely payments in accordance with company policies.
- Maintain accurate billing records and resolve any discrepancies or disputes with vendors.
- Perform monthly reconciliations of accounts payable subsidiary ledgers to the general ledger.
- Generate and send out customer invoices, ensuring accuracy in billing details and adherence to established timelines.
- Apply incoming payments to the correct customer accounts and actively manage the collections process for past-due balances.
- Daily reconciliation of front office and coffee bar end of the day reports and cash drops.
- Monitor accounts for delinquent payments and communication with customers regarding outstanding invoices.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintain accounting ledgers by posting account transactions and verifying accounts through reconciliations.
- Daily check of the aging report and follow up for payments.
- Ensure compliance with tax regulations and internal accounting controls to safeguard company assets.
- Assist in financial reviews and audits, generating reports as needed.
- Reconcile the monthly GL and close accounts.

- Reconcile daily revenue, oversee night audit processes, and prepare operational reports.
- FOLLOW UP

**SUPERVISORY RESPONSIBILITIES:**

None

**EDUCATION AND EXPERIENCE:**

- A degree in Accounting, Finance, or a related field is typically preferred.
- 2+ years of experience in accounts payable / receivable roles preferred.

**Other Requirements:**

- Prior experience in a hotel / resort environment preferred.
- Strong customer service orientation, attention to detail, ability to work in a fast-paced environment, and knowledge of the hotel budget.
- Exceptional filing skills.
- Management of ageing reports.
- Friendly, reliable, organized, and able to work independently or as part of a team.
- Demonstrated ability to be a team player, address guest concerns, and operate under pressure.
- 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, including but not limited to, appropriate greetings in the Paiute language, ceremonial and cultural event recognition, etc.
- Ability to work flexible schedules, including holidays.
- Must comply with the Bishop Paiute Tribe's organizational policies.

**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 a responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Communication* – Ability to communicate clearly both verbally and in-writing.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – the individual uses time efficiently and be able to work without supervision.
- *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.
- *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.

- *Technology Skills* – Operates various word-processing, spreadsheets, accounting, HR and database software programs in a Windows environment.
- *Safety Oriented*- Observes surroundings to maintain a safe working environment for community members and co-workers.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee regularly 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. Work is generally performed in front of the house setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

**Employee  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager/Supervisor:  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_