

JOB DESCRIPTION

Job Number 023

POSITION: Bookkeeper I

COMPENSATION: \$15 to \$17 per hour, depending on experience

SUPERVISOR: Fiscal Director

JOB SITE LOCATION: Eureka, CA

REQUIREMENTS: Must have Associate's degree in Accounting or Business Administration or have a minimum of two (2) years employment in the field of bookkeeping/accounting. Applicant must have basic knowledge of bookkeeping, generally accepted accounting principles and Microsoft Office (especially Microsoft Excel). Preference will be given to candidates with a working knowledge of the Abila MIP accounting software package, ADP Payroll and/or not-for-profit accounting experience. Must have the ability to establish and maintain effective working relationships with fellow staff members.

RESPONSIBILITIES: The bookkeeper will assist with all areas of the NCIDC Fiscal Department including but not limited to:

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1. Payroll and Accounts Payable.
 2. Working with existing Fiscal staff to ensure that semimonthly payroll is accurate and on time.
 3. Help process invoices and cut checks to ensure vendors are paid in a timely manner.
 4. Assist with the maintenance of Fiscal files including AP vendor files and participant payroll records as well as other duties as assigned.

The Bookkeeper will assist with other duties such as dealing with vendors and employees regarding payment of invoices and travel claims. The Bookkeeper will prepare purchase orders, invoices, and check requests, and other related duties as required. . Additional job-related duties may be assigned as required. This an "at will" position.

Native American Hiring Preference Applies as per EEOC 915.027