



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** G/L Accounting Assistant II

**OPEN:** July 12, 2021

**EXEMPT:** No

**SALARY:** (7) \$18.97 - \$21.25 p/h DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration bldg.

**DURATION:** Regular Full-Time

**CLOSES:** July 26, 2021

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** GL/Accounting

**SUPERVISOR:** Gen Ledger Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the direction of the General Ledger Supervisor, this position will assist in areas of accounting where there is a need for action. Typically, this will include, but is not limited to, office duties to help in the clerical organization of the accounting area and year-end audit preparation.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Assist the General Ledge staff with Inventory, Asset tagging, Asset inventory, Capital Improvements, Sensitive items, and journal entries as needed.
2. Assist in any reconciling of general ledger accounts as needed with other LIBC departments.
3. Bank Reconciliations through bank rec. module-by marking cleared checks, deposits, and adjusting and closing each month for LIBC/Lhaq'temish/Payroll accounts as needed.
4. Void checks for LIBC, and Lhaq'temish, and stale date checks for LIBC and Lhaq'temish as needed.
5. Oversee the organizing and filing of all canceled and voided checks for LIBC, Lhaq'temish and Payroll. File and organize by year.
6. Sort by company and the year, and tag, number and file all journal entries for LIBC and Lhaq'temish.
7. Keep journal entry boxes organized for LIBC/Lhaq'temish by year.
8. Get full, organized boxes of all bank, 401k statements and reconciliations, ready to be archived and stored in the secured, locked area as needed.
9. Help prepare files, binders, boxes for New Year as needed.
10. Disposal (shredding) of unneeded or outdated paperwork as necessary.
11. Organize and file scanned checks monthly as they come in from cash receipts.
12. Shredding of checks that are scanned into LIBC, Lhaq'temish, LSFHP bank accounts, after one year has passed.
13. File ACH Bank Wire back up papers for HMA, LSFHP, TANF and various other bank transfers and file in boxes.
14. Help GL area as needed, with filing, scanning, shredding, Xeroxing, organizing.
15. Help other areas as needed, with filing, scanning, shredding, Xeroxing, and organizing.
16. Help with audit as needed.
17. Other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED

- Associate Degree in Business or related, Accounting *preferred*
- 3 years of Accounting Experience.
- 3 years of experience utilizing Accufund, or similar, Accounting Software
- 5 years of experience utilizing Excel, Word, and Outlook
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must have 10 Key Skills
- Ability to originate and manage assignments with minimum supervision.
- Ability to organize, plan and carry out assignments as directed.
- Ability to complete job assignments within strict time frames.
- Knowledge of filing and good organizational skills.
- Good communication skills both written and oral.
- Ability to work with all departments.
- Ability to maintain strict confidentiality at all times.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Position requires Criminal Background Check.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.