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
Re-Advertise

OPEN: September 21, 2021   **CLOSES:** Until Filled
EXEMPT: No   **JOB CODE**:
SALARY: (7) $18.97 - $21.25 p/h DOE   **DIVISION**: Finance
SHIFT: Day   **DEPARTMENT:** GL/Accounting
LOCATION: Tribal Administration bldg.   **SUPERVISOR**: Gen Ledger Supervisor
DURATION: Regular Full-Time   **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 Ledger staff with general ledge duties related to Inventory, Assets, Capital Improvements, and Sensitive items as needed.
2. Assist in any reconciling of general ledger accounts as needed with other LIBC departments.
3. Assist with Bank Reconciliations through bank rec. module-by marking cleared checks each month for LIBC/Lhaq'temish/Payroll accounts.
4. Void checks and stale date checks for LIBC, and Lhaq'temish as needed.
5. Oversee the organizing and filing of all canceled and voided checks, and then file and organize by year.
6. Sort, file, and maintain all journal entries for LIBC and Lhaq'temish.
7. Assist with the organization, archiving, and storage of the bank statements, 401k statements, and reconciliations as needed.
8. Help prepare annual files, binders, boxes for new fiscal year as needed.
9. Disposal (shredding) of unneeded or outdated paperwork as necessary.
10. Disposal (shredding) of scanned checks after one year.
11. Organize and file scanned checks monthly as they come in from cash receipts.
12. Assist the GL Department staff as needed, with filing, scanning, shredding, Xeroxing, organizing, etc.
13. Assist other areas within the accounting department as needed, with filing, scanning, shredding, Xeroxing, and organizing.
14. Assist the Finance Department Staff with the annual LIBC audit as needed.
15. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2-year degree in a business related field *preferred*
- 1 year of relevant accounting experience
- 1 year of experience utilizing the Accufund accounting software or other accounting software
- 2 years of experience with Microsoft Excel, Word, and Outlook.
- 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 pass a drug and alcohol test as required by the Drug and Alcohol-Free Workplace Policy.
- Ability to always maintain strict confidentiality.

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 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.