

Native Broadcast Enterprise

Position Classification and Description

POSITION TITLE: Bookkeeper
CLASSIFICATION: Non-Exempt
DEPARTMENT: Administration
SUPERVISOR: General Manager
GRADE: NE6

Position Summary:

Under direct supervision of the General Manager, performs various clerical and routine accounting tasks in support of NBE, to include posting entries, verifying and reconciling input to financial reporting system output, processing payments, and/or assisting in preparation of billings and other financial reports. Responds to inquiries and contacts to resolve a variety of problems. Assists in performance of various clerical duties. Maintains confidentiality of all privileged information.

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

Essential Duties & Responsibilities:

- Keys data and prepares batches for processing which involves sorting, alphabetizing, and running tapes to verify hash counts and totals.
- Prepares purchasing, travel, personnel, or related financial documents.
- Reconciles various expenditure reports to source documents; distributes and files financial documents and reports.
- Answers telephones, opens and logs mail, meets and greets visitors, and assists in other clerical functions.
- Sorts documents; codes, logs, reviews for accuracy; matches supporting invoices to procurement documents; and verifies invoices for payment.
- Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial reporting system reports.
- Researches processing problems, contacts vendors to resolve problems and expedite payment, and responds to inquiries by telephone or in writing; refers complex problems for solution.
- Handles checks, money orders, and credit card related transactions, issues receipts, records and types money lists, and balances cash fund; enters cash transactions in ledgers and reconciles cash reports; prepares and completes bank deposits.
- Assists in preparation of financial statements such as billings, budgets, and cost reports.
- Assists in ordering, care, maintenance, and utilization of equipment, supplies, and inventories.
- Distributes, reviews, calculates, and processes payroll time sheets, commissions, 401K calculations, and employment documents; verifies account numbers; maintains sick and annual leave and other payroll records.

- Administers Health Benefits for employees.
- Prepares and files quarterly reports to IRS, AZ DES, SCF Worker Compensation, Navajo Nation Sales Tax and other required reports.
- Arranges travel, prepares and submits travel-related documents, and maintains travel information as necessary.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities for supervisors.
- Attends meetings and takes minutes as requested.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus three years bookkeeping/accounting experience; Associate's Degree preferred. Current valid Driver's License. Must be able to successfully pass a pre-employment drug/alcohol screen and physical if requested. Navajo preference.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation in both English and Navajo, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Knowledge of payroll policies and procedures.
- Knowledge of cash management principles and/or procedures.
- Knowledge of accounting procedures involving procurement, travel, and/or benefits.
- Data entry and/or records maintenance skills.
- Account balancing skills.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint). Quickbooks software
- Ability to obtain Tribal Vehicle Operators permit.
- Ability to use an automated accounting system.
- Ability to prepare financial reports.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork.
- Ability to read, sort, check, count, and verify numbers.
- Ability to perform accounting procedures.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent NBE in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.

- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level.