

Job Title: **Enterprise Bookkeeper**

Organization: Quileute Enterprise

Supervisor: Executive Director

Salary: DOQ/E

Opens: July 7, 2010

Closes: Opened until filled

Duties and Responsibilities:

- Processing accounts payable and accounts receivable
- Managing bank and general ledger reconciliation
- Performing month end closings
- Tracking fixed assets and preparing depreciation schedules
- Preparing trial balance and journal entries
- Assist with other bookkeeping projects and general office support as needed
- Report all income, miscellaneous credits, refunds and bank charge information according to policy
- Reconcile cash over/shorts
- Attend training sessions and participate in meetings related to the effective and efficient performance of job duties
- Identify issues with current process and notify management of potential concerns and potential solutions
- Ad hoc reports
- Maintain regular personal contact with vendors and suppliers to ensure goodwill and positive relationships
- Develop and prepare job costing reports and budget reports
- Other duties as assigned

Qualifications:

- Analytical and detail oriented
- Ability to work independently
- Firm grasp of accounting/bookkeeping processes and GAAP
- Advanced knowledge of QuickBooks and MS Excel
- Ability to multi-task effectively
- Good verbal and written communication skills required

Associates Degree in Accounting or Business related field and/or 2 current years related experience.

Special Requirements:

Possession of a valid Washington State Driver's License is required. Applicant must have good work ethics and good work attendance. Also he/she must adhere to Personnel Policies and Drug and Alcohol Policies

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Interested persons send job application to the following address:

Quileute Tribal Council
C/O Personnel Department
P.O. Box 279
La Push, WA 98350

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.