



## **Northern California Indian Development Council**

### **Main Office**

**241 F Street • Eureka, CA • 95501**

**707-445-8451**

### **Job Opening:**

## **Bookkeeper 1**

**Compensation:** \$15.00-\$17.00 per hour, depending on experience

**Supervisor:** Fiscal Director

**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 principles and Microsoft Office (especially Excel). Preference will be given to candidates with a working knowledge of the Abilia 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:

- Payroll and Accounts Payable
- Working with existing Fiscal staff to ensure that semimonthly payroll is accurate and on time.
- Help process invoices and cut checks to ensure vendors are paid in a timely manner.
- Assist with 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 and purchase orders, invoices, check requests and other related duties as required. Additional job-related duties may be assigned as required. This an "at will" position.

***Position open until filled. First review January 16, 2018***

***Full Job Description and job application available at [ncidc.org](http://ncidc.org).***

***Native American Hiring Preference Applies as per EEOC 915.027***