



# ELKO BAND COUNCIL

## \*\*\* JOB ANNOUNCEMENT \*\*\*

**TITLE:** Accounting Technician  
**SALARY:** \$17.00 to \$19.00  
**OPEN DATE:** February 24, 2022  
**CLOSING DATE:** March 04, 2022

### DEFINITION:

The Accounting Technician is located in the Finance Department, under the supervision of the Administrator. The Accounting Technician operates and maintains a centralized financial system using the Abila MIP fund accounting which includes but is not limited to the following: Account receivables, Purchase Orders and Encumbrances, Account Payables, Payroll and Personnel, Budget Forecasting and Fixed Assets for both Elko Band Council and Smoke Shop.

### STATEMENT OF DUTIES:

- Accounting Technician is responsible for supervising the Finance Clerk.
- Accounting Technician will process accounts payable for the Smoke Shop, the process will be checking the information on check request and purchase orders, which should have vendor names and numbers, amount payable, account number, and signatures.
- Receipting payment from customers and departments who generated revenue and entering into the accounting system, the Accounting Technician will assist when the Finance Clerk is absent. This procedure is for a three-way process.
- Accounting Technician and the Finance clerk will maintain files for vendors, employees, and customers. The files are updated and kept in order by programs.
- Accounting Technician will enter all Smoke Shop journal entries, dailies, payables and month end report (Smoke Shop Bank Reconciliation).

- Operator must post monthly receipts and all miscellaneous income for proper distribution to customers and general ledger income line items.
- Accounting Technician will assist with Month end budgets preparation. Corrects budget when modified.
- Accounting Technician will assist Finance Contractor(s), as needed.
- Accounting Technician will make daily deposit slips, ensuring the deposits are to the correct accounts, with correct amounts.
- Accounting Technician will process payroll, liabilities and taxes, secure signatures and distribute in a timely basis for both Elko Band and Smoke Shop.
- Must maintain daily balances in all bank accounts and prepares manual checks for transfer of funds to various accounts including clearing account.
- Ensures the grants and contracts are signed and filed accordingly and completes draw downs for the required contract/grants.

#### **QUALIFICATIONS:**

- The Knowledge of accounting procedures, terminology, and documentation is a must.
- Must understand a debit and credit in accounting, and recognize and correct errors
- Must be able to relay information clearly both written and orally.
- Must be able to work independently and review financial documents to ensure proper information is posted and processed.
- Must be able to multitask, which will ensure completion of daily duties.
- The Accounting Technician must have the Skill in operating computers, 10 Key, telephone, fax, copier, and quarterly reporting online with proficiency.
- A high school diploma or GED equivalent is accepted.
- Bookkeeping, Accounting, Payroll and Abila MIP Fund Accounting experience, one (1) year is required.
- **Must provide a copy of a valid Nevada driver license.**

- **Must provide a copy of driving record from Nevada DMV.**
- Must have a background check.

**INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Elko Band enrolled members will be given first preference in accordance with the Elko Band Personnel Policy. However, the Elko Band Council is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of Civil Rights Act of 1964, amended in 1991.

**APPLICATION:**

Employment applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive, Elko, NV 89801. Any questions regarding job openings or the application process contact the Elko Band HR by calling (775) 738-8889.