

Sisseton Wahpeton Oyate

Job Description

Job Title: Bookkeeper I

Reports To: Chief Financial Officer & Comptroller

FLSA Status:

DUTIES AND RESPONSIBILITIES:

- Shall do monthly reports for various federal and tribal programs as assigned.
- Do quarterly and fiscal reports for funding agencies as required.
- Shall do bank reconciliations for various accounts as assigned.
- Monitoring/voiding outstanding checks.
- Prepare bank transfers for assigned programs as needed.
- Approve check request/requisitions in accounting software, making sure attachments are correct.
- Calculate indirect cost for programs and submit a supply request/voucher.
- Assist Budget Office on entering approved budgets and budget modifications into the accounting system.
- Monitor program's budget and inform program managers if they are overspent and used wrong account numbers.
- Prepare vouchers on the computer (PC) to reimburse payroll account.
- Reconcile trial balances for all programs as assigned.
- Mail monthly reports to program managers & Tribal Executive over program.
- Shall assist the program managers with their budgets and compare with their cuff accounts as needed.
- Do close-out reports at the end of the fiscal year.
- Prepare an itemized list of account payable and receivables for the auditors.
- File all vouchers and computer printouts.
- Inform tribal employees of trip reports.
- Works closely with CFO, Comptroller, Bookkeeper and auditors to ensure timely completion of audit.
- Perform additional duties as required by the CFO, Comptroller, Accountants and Tribal Executives.

QUALIFICATIONS REQUIREMENTS:

- Knowledge and experience in the use of excel & word.
- Must be able to pass a Urine Analyst test.
- Must complete a 90-day probationary period.
- Must be able to work schedule times other than standard work hours.

