



**San Pasqual Band of Mission Indians
Position Description**

Position Title: Accounts Receivable/Fixed Assets Accountant	Pay Grade:
Position Reports to: Controller	Employment Category: Non-exempt
Department: Finance	Department #: 11

Position Summary

The position includes, but is not limited to, recording the cost of newly acquired inventory/fixed asset purchases, tracking existing inventory and fixed assets, and accounting for the disposition of inventory and fixed assets. In addition, this position supports the Tribal Domestic Water department's billing and collections functions by providing financial, administrative, and accounting support to ensure the Tribal government receives payments for providing water to residents on the reservation and properly recording the transactions by posting receipts and resolving discrepancies according to established policies and procedures in an efficient, timely and accurate manner. This position is also responsible for processing DMV registrations, processing cell phone requests and upgrades, and overseeing the vehicle gas card program and entering documents in the Document Records Management System.

Principal Duties and Responsibilities

- Process monthly Tribal water billing and collections, including but not limited to, preparing, verifying, and generating invoices.
- Process monthly billing and collections for sales and services rendered other than water.
- Enter data on invoices; ensure proper coding on documents.
- Collect on accounts by sending invoice reminders to customers via phone, email, fax or mail.
- Post customer payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Summarize receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing all required reports.
- Generate monthly and quarterly financial reports detailing paid and unpaid invoices and other accounts receivable activity.
- Administering and processing of bi-annual Inventory Count. Record and track inventory purchases into FAS (Fixed Asset) software.
- Reconcile the balance in the fixed asset subsidiary ledger to the general ledger.
- Perform the annual inventory count.

- Vehicle registration renewals with Department of Motor Vehicles (DMV) and Internal Revenue Service.
- Enter documents into the DocRecords Management software to for archiveal storage and to minimize paper copies
- Other duties as assigned¹.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- High School or equivalent GED.
- One year or more of experience in a business setting.
- Customer service payment processing or bookkeeping/accounting experience.

EXPERIENCE / QUALIFICATIONS / SKILLS

- Ability to act and operate independently, or as a team member with minimal daily direction from manager to accomplish objectives.
- Strong organization skills with laser focus on the details.
- Able to deliver friendly, courteous, and prompt customer service.
- Knowledge of general accounting principles, desirable but not mandatory.
- Knowledge of relevant Tribal policies and procedures.
- Ability to calculate, record and manage accounting balances and financial records.
- Proficiency in MS Office, including the ability to operate computerized accounting programs.
- High degree of accuracy, attention to detail and confidentiality.
- Excellent analytical, problem solving and decision making skills.
- Effective verbal, listening and written communication skills.
- Effective organizational, stress and time management skills.
- Demonstrates a sense of urgency and ability to meet deadlines.
- Team player and goals focused.

ACKNOWLEDGEMENT

Employee Signature

Date

Supervisor Signature

Date

Created:

Revised: 10.28.2021

1. ¹ *Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities for this position at any time.*