

**Northern California Indian Development Council, Inc.**  
**241 “F” Street, Eureka CA 95501**

***JOB DESCRIPTION***

**POSITION:** Staff Accountant

**COMPENSATION:** \$62,000–70,000 per year (DOE)

**SUPERVISOR:** Fiscal Director

**JOB SITE LOCATION:** Eureka, CA

**Requirements:** Must have a Bachelor’s degree in Accounting or Business Administration and at least 3 years of relevant work experience. Applicant must have in depth knowledge of bookkeeping, generally accepted accounting principles (GAAP) and Microsoft Office (especially Excel). Preference will be given to candidates with a working knowledge of the Abila MIP accounting software package and/or not-for-profit accounting experience. Must have the ability to establish and maintain professional working relationships.

**Job Summary:** The Staff Accountant will assist the Fiscal Director in the general accounting functions of the agency and serve as head of the Fiscal Department in the absence of the Fiscal Director.

**Duties/Responsibilities:**

- Assist with the general accounting and other related duties for the agency.
- Assist with monthly balance sheet reconciliations.
- Assist with journal entries and monthly close processes.
- Assist with preparation of financial reports.
- Assist with monthly bank reconciliations.
- Assist with AP and payroll as necessary.
- Assist with audit preparation and process.
- Assist with preparation and submission of budgets.
- Assist with property management fiscal items such as rent rolls and tenant statements.
- Assist with the monthly Financial Report presentation to the NCIDC Governing Council.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Excellent communication skills, both written and verbal.
- Excellent organizational skills and attention to detail.
- Strong problem solving and analytical skills.
- Demonstrable in-depth working knowledge of Excel.
- Understanding of and the ability to adhere to generally accepted accounting principles.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb stairs, use hands and fingers, handle or feel. Be able to reach with hands and arms, and to talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**CERTIFICATES AND LICENSES:** Valid California Driver’s License, clean DMV record, valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain if able). Verification of COVID-19 vaccination, or submission of a valid accommodation request that meets State and Federal law and requirements.

**WORK ENVIRONMENT:** The noise level is usually moderate.

**ACKNOWLEDGMENT:** Applicants should read the job description and fully understand the requirements set forth therein. Applicants offered a job agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of their ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or work environment change. I further understand that my employment is at-will and thereby understand that employer may terminate the employment relationship at any time, with or without cause.

*Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.*