

JUNIOR ACCOUNTANT (Auburn, CA)

The United Auburn Indian Community (UAIC), located in Auburn, California, has an immediate need for a Junior Accountant. This is a professional position responsible for performing the accounts payable functions and assisting senior accounting staff with general accounting activities. General accounting activities include: banking activity, accounts payable, accounts receivable, purchasing activity, general ledger accounting, closing and reporting functions. This position reports to the Accounting Manager and the department is led by the Director of Finance. Accounting activities are conducted in full compliance with UAIC policies and procedures for accounting transactions, and follow applicable Generally Accepted Accounting Principles (GAAP). This position is differentiated from the Senior and Staff Accountant position by experience and educational requirements, and by increased complexity of the accounting duties being performed.

DUTIES AND RESPONSIBILITIES

- Perform accounts payable function for the organization
- Assist in preparation of monthly and year-to-date reports
- Assist in preparation of monthly and year-end journal entries
- Assist in reconciling bank, investment accounts and credit card statements
- Perform backup support for senior accounting staff as needed
- Assist in special projects, which may include some weekends
- Assist with interim and year-end audits
- Other duties as assigned

MINIMUM JOB REQUIREMENTS

Experience:

Candidate must possess at least 3 years of experience in a junior accountant or accounts payable role. Knowledge of Generally Accepted Accounting Principles (GAAP); strong skills in Microsoft Excel and Word; experience with Microsoft Dynamic GP (Great Plains) preferred.

Education: Undergraduate degree in Business, Accounting or business related is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Attention to detail and accuracy; planning, organizing, scheduling and monitoring; problem analysis and problem solving skills. Enjoy subject work as described above and willing to work on a variety of financial, and operational projects; highly motivated and take ownership of personal and professional growth and development; ability to successfully prioritize and handle multiple tasks; ability to successfully interact with departments and other co-workers or professionals using strong communication skills; customer service skills; ability to travel locally; ability to work with sensitive information and maintain confidentiality.

Please email resume to resume@auburnrancheria.com or fax resume to: (530) 878-5445

You must type Junior Accountant in the subject line to be considered.