

NANSEMOND INDIAN NATION

JOB DESCRIPTION

BOOK KEEPER

Position Title: Bookkeeper

Division: Executive - Finance

Supervisor: Finance Director/Tribal Administrator

Opening Date: January 1, 2023

Status: Fulltime/Non-Exempt

Level: 1

Range: \$29,120 - \$42,601

Closes: March 31, 2023

SUMMARY

Under supervision, direction and oversight of the Finance Director, the Bookkeeper will be responsible for providing support to the Finance Department in the recording and tracking of the financial activities of the Nation.

DUTIES & RESPONSIBILITIES

The Bookkeeper, under direction of the Finance Director, shall record and track the financial activities of the Executive Branch Departments of the Nation in compliance with applicable law such as, but not limited to, the following:

- 1. Regularly record and update, income (accounts receivables) and expense (accounts payables) tracking mechanisms to document transaction details and provide regular financial reports; and
- 2. Scan, record and reconcile invoices, payments, and transactions from monthly and quarterly statements; and
- 3. Organize and maintain hard copy and electronic programmatic and financial records including but not limited to, invoices, statements, receipts, and other documentation of financial transactions; and
- 4. Undertake such actions to fact-check data to ensure accuracy and to notify supervisor of any questionable or unclear accounting issues; and
- 5. Regularly upload data to the Nation's financial archives database; and
- 6. Other duties as assigned by Supervisor.

QUALIFICATIONS & REQUIREMENTS

- 1. A successful candidate will possess the following preferred Qualifications:
 - A. Bookkeeping Certificate from a community college or university with at least three (3) year's experience working as a bookkeeper for an Indian tribal or public government; or
 - B. An acceptable combination of education and experience that in the Nation's discretion, equates to the preferred qualifications aforementioned.
- 2. Requirements include:
 - A. Submission to, and successful passage of, drug-testing and background check requirements; and
 - B. Possessing and maintain valid driver's license and be insurable by the Tribe's auto insurer; and
 - C. Have great communication skills verbal, written, electronic and auditory.
 - D. Have good working knowledge of computers and common software programs such as, but not limited to, Microsoft Office Suite, Adobe Acrobat, and some knowledge of financial software such as Abila MIP and Quickbooks.
 - E. Have knowledge of sound financial practices and requirements.

PREFERENCES EXERCISED

Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i)(1982), provides an exception to Title VII's general nondiscrimination principles through which Indian tribal nations exercise an employment and contracting preference in favor of American Indians. Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), requires the inclusion of Indian preference provisions in certain federal contracts and grants.

The Nation shall give preference to enrolled citizens of Indian tribes/nations for employment and Indian/tribally owned businesses for contracting opportunities. In other than the proceeding situations, the Nation is an Equal Opportunity Employer (EOE).

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The selected candidate must successfully comply with applicable drug testing and background check requirements.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Nansemond Indian Nation reserves the right to amend and change responsibilities to meet governmental, business, and organizational needs. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.



Employment Application

Nansemond Indian Nation 1001 Pembroke Lane Suffolk, VA 23434

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department

Name					Social Sec	curity #			
Last)	First		Middle		_			
Physical Address:									
	Number & Street Name			City	State		Zip Code		
Mailing Address: _	N. 1 0.0			G!	9		F. 6.1		
	Number & Street Name			City	State		Zip Code		
Telephone #	1	Mobile/Beeper/Othe	er Phon	e #		Email_			
Position(s) applied for	or				Date of ap	plication	n		
Referral Source (Ple	ease check the appropriate	category and nam	ne the s	source)					
Walk-in				Will you tra	vel if job requires it	?		Yes	No
Employee	e				been explained to y				
Advertise	nmant				e to meet the attenda ts of the position?	nce	N/A	Yes	No
	Wahaita			requirement	is of the position?		IN/A	168	NO
Other				Will you wo	ork overtime if requi	red?	Yes	S	No
_					se explain				
If necessary, best time	e to call you at home is		AM PM						
, ,	_			Driver's Li	icense number requi	red if dr	riving may be	required	in the
May we contact you a		Yes	No		job for which	n you are	e applying.		
If YES, work number	and best time to call:		AM						
			PM				State		
If you are under 18 ar	nd it is required, can								
you furnish a work pe	ermit?	Yes	No	Have you ev	ver been bonded?		Yes	N	O
If NO, please explain				٠.	s" to the following questions			•	•
				Factors such a	as date of the offense, serious position applied fo			n, rehabilitat	ion and
				Have you eve	er been arrested for or	charged	with a criminal	offense (d	other
				than minor tra	affic violations)?	Yes	No		
		.f.,	NI.	If YES, with rega	ard to each offense, please pr	ovide the ty	pe of offense, the d	ate and locat	ion of the
If YES, give date(s) a	tted an application here be and position(s)	efore? Yes	No		and its disposition (e.g. dismi probation, parole, or supervis		ilty, also provide th	e sentence in	nposed and
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Have you aver been	employed here before?	V	NI-						
If YES, give date(s) I	1 0	Yes Γο	No						
Are you legally eligib									
in this country?		Yes	No	Have you eve felony?	er pled "Guilty" or "No Yes	Contest N		onvicted of	t a
Date(s) available for	work				se provide date(s) and		•		
				1					

\$ Per	Substitute			Tempor	ary		
Give at least Three Personal References inc	cluding Name, Address, and Telephone	Number. Pleas	e exclude family mer	nbers.			
Name	Address		Telephone			Number o	of Years Know
Employment History Starting with your most recent emplo	yer, provide the following inforn	nation.					
Employer	Telephone No.	Dates Employe	ed: Month	Year	to	Month	Year
Street address	City State/Zip		Com	pensation (S			
Starting Job Title/Final Job Title							
Immediate Supervisor (for most recent Position he	ld) May we contact for Reference?	Hourly	Salary		\$	Per	
	Yes No Later	Commission/Bonus/Other Compensation \$					
Why did you leave?			Cor	npensation	(Final)		
		Hourly	Salary		\$	Per	
Summarize the type of work performed and jo		Commission/B	Sonus/Other Compens	ation \$			
Employer	Telephone No.	Dates Employe	ed: Month	Year	to	Month	Year
Street address	City State/Zip						
Starting Job Title/Final Job Title		Hourly	Salary		\$	Per	
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Summarize the type of work performed and jo	b responsibilities.	Commission/ E	onus/other Compens	ation \$			
Employer	Telephone No.	Dates Employe	ed: Month	Year	to	Month	Year
Street address City State/Zip		Compensation (Starting)					
Starting Job Title/Final Job Title	Hourly	Salary		\$	Per		
Immediate Supervisor (for most recent Position he			Sonus/Other Compens	ation \$			
Why did you leave?	Yes No Later	COMMINSSION/D		npensation	(Final)		
	Hourly	Salary		\$	Per		
		Commission/B	Bonus/Other Compens	ation \$			

Type of employment desired:

Full-Time

Part-Time

What is your desired salary range or hourly rate of pay?

Employment History (co Summarize the type of work performed						
summarize the type of work performs	ed and job responsibilities.					
Employer	Telephone No.	Dates Employed:	Month	Year	Month	Year
Street address	City State/Zip		Comp	pensation (Star		
Starting Job Title/Final Job Title			<u> </u>			
Immediate Supervisor (for most recent Po	osition held) May we contact for Reference?	Hourly	Salary	\$	Per	
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Why did you leave?	Yes No Later	Commission/Boni	us/Other Compensa	ation \$ npensation (Fir	nal)	
wny did you leave?		Hourly	Salary	\$	Per	
			us/Other Compens		10	
Summarize the type of work performe	ed and job responsibilities.	Commission/Bone	as other compense	шион ф		
Explain any gaps in your emp	loyment, other than those due to person	al illness, injury,	or disability			
TC . 11 . 1			1.0		***	
• •	bage, have you ever been fired or asked	to resign from a j	ob?		Yes	No
If YES, please explain						
Skills and Qualification	ns					
=	ning, skills, licenses, and/or certificate	s that may assist	you in perfor	ming the po	osition for which	ch you are
applying.	3, , , ,	·		o .		•

Word Processing	Years:	Internet		Years:
Spreadsheet	Years:	Other		Years:
Presentation	Years:	Other		Years:
E-mail	Years:	Other		Years:
Educational Background starting with your most recent school attended, provide	de the following inform	ation		
School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma		
		DegreeCertification		
		Other		
		GED		
		Diploma		
		Degree Certification		
		Other		
		GED		
		Diploma Degree		
		Certification		
		Other GED		
		Diploma		
		Degree		
		CertificationOther		
		GED		
List special accomplishments, publications, a exclude information that would reveal race, color, religion, sex, no imilarly protected status.		e, mental or physical disabilities, v	eteran/reserve nation	al guard or any other
. 71				
s there any other job-related information yo	u want us to know a	about you?		

Computer Skills (check appropriate boxes, include software titles and years of experience.)

Signature of Applicant	Date
I certify that I have read, fully understand and accept all terms of the foregoing A	pplicant Statement.
DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT ST	ATEMENT.
I also fully consent to the jurisdiction of the Nansemond Indian Naiton. I understand that any informany respect, will be sufficient cause to (i) eliminate me from further consideration for employment, of is discovered.	
I also understand that if I am hired, I will be required to provide proof of identity and legal authority to complete an I-9 Form in this regard.	to work in the United States and that federal immigration laws require me
I understand that this application remains current for only 6 months. At the conclusion of that time, employment, it will be necessary to reapply and complete a new application. I understand that this obeing offered. I further understand that my employment can be terminated at will at any time by my agreement or contract for employment for any specified period or definite duration. I understand that assurances to the contrary and that no implied oral or written agreements contrary to the foregoing e the Nation.	ocument is an application for employment and that continued employment is not self or the Nation for any or no cause. This application does not constitute an t no supervisor or representative of the Nation is authorized to make any
I understand that the Nation does not unlawfully discriminate in employment and no question on this applicant from consideration for employment on any basis prohibited by any applicable law.	s application is used for the purpose of limiting or eliminating any
I expressly authorize, without reservation, the Nansemond Indian Nation, its representatives, employ professional), employers, public agencies, licensing authorities and educational institutions and to or resume' or job interview. I hereby waive any and all rights and claims I may have regarding the emptruthful and non-defamatory information, in lawful manner, in the employment process and all other such information about me.	herwise verify the accuracy of all information provide by me in this application, loyer, its agents, employees or representatives, for seeking, gathering and using
I certify that all information I have provided in order to apply for and secure work with the Nation is	true, complete and correct.
Applicant Statement	_