



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
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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 Security # _____
Last First Middle

Physical Address: _____
Number & Street Name City State Zip Code

Mailing Address: _____
Number & Street Name City State Zip Code

Telephone # _____ Mobile/Beeper/Other Phone # _____ Email _____

Position(s) applied for _____ Date of application _____

Referral Source (Please check the appropriate category and name the source)

Walk-in _____
Employee _____
Advertisement _____
Nation's Website _____
Other _____

Will you travel if job requires it? Yes No
If they have been explained to you, are you able to meet the attendance requirements of the position? N/A Yes No
Will you work overtime if required? Yes No
If NO, please explain _____

If necessary, best time to call you at home is _____
AM PM

May we contact you at work? Yes No
If YES, work number and best time to call:

_____ AM PM

Driver's License number required if driving may be required in the job for which you are applying.

If you are under 18 and it is required, can you furnish a work permit? Yes No
If NO, please explain _____

Have you ever been bonded? Yes No
Answering "yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever been arrested for or charged with a criminal offense (other than minor traffic violations)? Yes No

Have you ever submitted an application here before? Yes No
If YES, give date(s) and position(s)

If YES, with regard to each offense, please provide the type of offense, the date and location of the arrest or charge, and its disposition (e.g. dismissal, not guilty, also provide the sentence imposed and the status of any probation, parole, or supervisory term).

Have you ever been employed here before? Yes No
If YES, give date(s) From _____ To _____

Are you legally eligible for employment in this country? Yes No

Have you ever pled "Guilty" or "No Contest" to, or been convicted of a felony? Yes No

Date(s) available for work _____

If YES, please provide date(s) and details

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

\$ _____ Per _____

Type of employment desired:

Full-Time

Part-Time

Substitute

Temporary

Give at least Three Personal References including Name, Address, and Telephone Number. Please exclude family members.			
Name	Address	Telephone	Number of Years Known

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone No.	Dates Employed: 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 held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary	\$ Per
	Commission/Bonus/Other Compensation \$	
Summarize the type of work performed and job responsibilities.		

Employer	Telephone No.	Dates Employed: 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 held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary	\$ Per
	Commission/Bonus/Other Compensation \$	
Summarize the type of work performed and job responsibilities.		

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Starting Job Title/Final Job Title	Hourly Salary	\$ Per
Immediate Supervisor (for most recent Position held)	May we contact for Reference? Yes No Later	Commission/Bonus/Other Compensation \$
Why did you leave?	Compensation (Final)	
	Hourly Salary	\$ Per
	Commission/Bonus/Other Compensation \$	

If you need more space to write down your explanation(s), you can do so on the last page of this application form.

Employment History (continued)

Summarize the type of work performed and job responsibilities.

Employer	Telephone No.	Dates Employed:	Month	Year	to	Month	Year
Street address	City	State/Zip					
Starting Job Title/Final Job Title		Compensation (Starting)					
		Hourly	Salary	\$	Per		
Immediate Supervisor (for most recent Position held)	May we contact for Reference?		Commission/Bonus/Other Compensation \$				
		Yes	No	Later	Compensation (Final)		
Why did you leave?		Hourly	Salary	\$	Per		
		Commission/Bonus/Other Compensation \$					

Summarize the type of work performed and job responsibilities.

Employer	Telephone No.	Dates Employed:	Month	Year	to	Month	Year
Street address	City	State/Zip					
Starting Job Title/Final Job Title		Compensation (Starting)					
		Hourly	Salary	\$	Per		
Immediate Supervisor (for most recent Position held)	May we contact for Reference?		Commission/Bonus/Other Compensation \$				
		Yes	No	Later	Compensation (Final)		
Why did you leave?		Hourly	Salary	\$	Per		
		Commission/Bonus/Other Compensation \$					

Summarize the type of work performed and job responsibilities.

Explain any gaps in your employment, other than those due to personal illness, injury, or disability _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If YES, please explain _____

Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying.

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

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 the following information.

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		
		Diploma _____ Degree _____ Certification _____ Other _____ GED _____		

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Is there any other job-related information you want us to know about you?
