

Xaa-wan'-k'wvt Village and Resort Inc.

Position Description

Title: Office Manager/Bookkeeper

Class: Clerical

Status: Full-time
(\$29.40)

Supervisor: XVR General Manager

Effective Date: April 27, 2017

FLSA: Non-exempt

Pay Grade: 7 - 8 (\$18.00 to

Subordinates: None

Position Summary:

The Office Manager/Bookkeeper will be responsible for all bookkeeping activities and general office management of Xaa-wan'-k'wvt Village and Resort Inc. (XVR Inc.).

Essential Duties and Responsibilities:

- Perform all standard bookkeeping activities, including accounts payable, accounts receivable, bank reconciliation, tax reporting and general ledger.
- Prepare payroll and all related activities, (quarterly reports, etc.).
- Prepares financial reports.
- Tracks worker's compensation insurance claims and reports to insurance companies as necessary.
- Collection and preparation of rental revenue and weekly bank deposits.
- Maintain vendor accounts including @-9and 1099's.
- Performs usual and customary clerical duties associated with office management.
- Stay current with Tribal, federal, state, and county personnel policies, procedures, and laws.
- Receives guest suggestions, concerns or requests and ensures a positive experience.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

This job does not have any supervisory responsibilities.

Minimum Qualifications:

- Must be able to perform all essential duties and responsibilities.
- High school diploma or equivalent (GED).
- Minimum 4 years' experience in bookkeeping and payroll.
- Proficient in Excel, Word, Outlook and, QuickBooks.
- Must maintain high level of confidentiality.
- Ability to communicate clearly and effectively both verbally and written.
- Must be organized and have the ability to multi-task.
- Personable, must maintain good working relationships, have a friendly personality and excellent customer service skills.
- Must have the ability to follow instructions, policies and procedures.

- Able to work flexible schedules when needed, may include weekend and holiday hours.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Need to be able to read, analyze and interpret policy and government regulations.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for XVR vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/move 20 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The noise level in the work environment is usually moderate,(examples: business office with computers and printer light traffic).

Additional Employment Conditions:

All Xaa-wan’-k’wvt Village and Resort Inc. employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Xaa-wan’-k’wvt Village and Resort Inc. drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____

