



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Tribal TANF, Career Education, Family Literacy, Language  
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

**POSITION TITLE:** Bookkeeper  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Finance  
**LOCATION:** Bishop  
**PAY RATE:** \$33,280 - \$54,209

Under the direction of the Director of Finance or designee, the Bookkeeper accomplishes the objectives of the finance department by ensuring the production and accuracy of OVDC's accounts payable process. Performs calculating, posting, and verifying financial transactions for use in financial records according to established policies, procedures, and Generally Accepted Accounting Principles. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

## Position Summary

- Review invoices, purchase requisitions and supporting documentation for accuracy, proper coding and completeness.
- Prepare and perform weekly check runs.
- Organize incoming bills in a manner that ensures bills are paid timely.
- Record cash receipts and prepare bank deposits.
- Ensure all expenditures are allowable according to established policies, procedures.
- Communicate with internal staff as well as outside vendors for information needed to process invoices/payments.
- Assist in monitoring and responding to accounting emails
- Maintaining confidentiality of all financial data
- Other related duties and responsibilities as assigned.

## Knowledge, Skills and Abilities

- Knowledge of modern office practices, methods, procedures and automated systems.
- Must be detail oriented and have the ability to meet deadlines.
- Ability to enter data and compare and transcribe numbers accurately.
- Ability to learn and perform a variety of financial and statistical record keeping assignments.
- Ability to establish and maintain cooperative working relationships with the public and staff.

## Education and Experience

High School Diploma or GED required, Associate Degree in Accounting or related field and two years of related experience; or any equivalent combination of education and experience that *could likely provide the required knowledge, skills and abilities to perform the duties of the position. Must possess a valid driver license and be insurable under company insurance.*

Must be able to pass a thorough background investigation including credit check, driving record, criminal background, employment and education verification. ***OVCDC has a mandatory COVID-19 vaccination policy. Prospective employees must provide proof of full vaccination at least ten (10) days before employment commences.***

**Native American Indian Preference:**

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.