JOB DESCRIPTION

Job Title: Housing Department Bookkeeper
Department: Housing Department
Reports To: Housing Director
Status: Full-Time, Non-exempt
Salary range: $32,760.00 to $45,000.00 annually
Employee Benefits: Medical, Dental, Vision, Life and STD, and Paid Vacation and Holidays

Mission Statement:
“The Mashpee Wampanoag Housing Department provides safe affordable housing to all Native Americans residing in the Tribe’s service area. We provide assistance and opportunities specific to the needs of Native Americans living within the Wampanoag community by offering the choice to remain in existing housing or return to quality housing provided on Ancestral lands, a place appointed to us by the Creator, and encourage the self-determination and economic independence for all Native American Indians.”

Summary:
The Mashpee Wampanoag Tribe is seeking a professional Bookkeeper. The Bookkeeper is responsible for performing a variety of secretarial and accounting duties including all financial record keeping. The Bookkeeper audits rental payments, prepares and makes bank deposits, and enters all data in Excel spread sheets. They code and process all accounts payable and prepares/sends payment. The Bookkeeper maintains and monitors the accounts, completes bank reconciliations and other end-of-month accounting and prepares appropriate financial reports.

Essential Duties and Responsibilities:
- Manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and drawdowns
- Ability to compute, classify, and record numerical data to keep financial records complete
- Maintain financial records and files
• Perform monthly bank reconciliations
• Generate monthly fiscal reports (P&L, balance sheet, rental payment status, etc.) for the Executive Director, Housing Commission, and Finance regarding revenues and expenses, including quarterly reports, balance sheets, P&L statements, and charts and graphs
• Generate fiscal reports for Grantors, Executive Director and other staff, as needed
• Work with vendors to setup and maintain accounts accurately
• Assist with preparation of annual budgets for various programs and overall organization operations
• Assist in preparation of year-end financial statements for audit and work with the CPA firm to assist in preparation following generally accepted accounting principles
• Work with the Tribe’s auditor on an annual basis, providing information, data, records, etc., as needed.
• Work closely with Executive Director, Housing Commission, Finance, and Finance Committee to review, refine, or develop fiscal policies and procedures ensuring compliance with GAAP and accounting principles.
• Ability to learn and perform under the guidance of the basic purposes, methods, and goals of The Mashpee Wampanoag Tribe Housing Department
• Ability to follow the guidelines and procedures while showing understanding and compassion for clients, staff, and others in the community

COMPETENCIES

Knowledge
• Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
• Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
• Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
• Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
• English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills
• Mathematics — using mathematics to solve problems.
• Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
• Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
• Reading Comprehension — Understanding written sentences and paragraphs in work-related documents
• Speaking — talking to others to convey information effectively.
Abilities

- **Oral Comprehension** — the ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Mathematical Reasoning** — the ability to choose the right mathematical methods or formulas to solve a problem.
- **Written Comprehension** — the ability to read and understand information and ideas presented in writing.
- **Written Expression** — the ability to communicate information and ideas in writing so others will understand.

Education/Experience: High School Diploma or General Education Diploma, with at least 3 years’ experience in bookkeeping, and or related field with 3 or more years of equivalent professional work experience. Experience in HUD, LIHTC, and non-profits preferred. Must have strong interpersonal skills and be able to work as part of a positive, outgoing, and representative team. Proficient in Microsoft Office Suite (Outlook, Word, Excel).

Preferred Experience

Bachelor’s Degree in Accounting and/or Finance. A preferred applicant should possess knowledge of Wampanoag culture and traditions, and exhibit a respect for individuals who carry the traditional knowledge and skills.

Additional Information: Must possess a valid driver’s license and pass a CORI/background check and toxicology screening.

Apply by sending application, resume, references and cover letter to:

Human Resources
Mashpee Wampanoag Tribe
483 Great Neck Road South Mashpee, MA 02649
Or
Kayla.Gomes@mwtribe-nsn.gov

*Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., section 472)*