



POSITION DESCRIPTION

Position Title: Accounting Technician **Location:** LRDA Office Complex
Supervisor: Chief Finance Officer **Travel:** Minimum
Posting Date: 3/1/2023 **Closing Date:** Open Until Filled

General Description of Duties:

The Accounting Technician Position will be responsible for assisting in all areas of Finance including but not limited to, payroll, contract/grants, or other closely related accounting services. Technical accounting work may include independent responsibility for maintaining accounting records or separate accounts receivable/payable functions. Position may include varied responsibilities affecting the fiscal and financial operations of their respective work unit or involvement in a budget process.

Specific Duties:

- Oversee Accounts Payable, and Accounts Receivable for LRDA programs to include WIOA and state/federal grants.
- Maintenance and reporting of routine financial accounting data.
 - Work involves double-entry accounting, posting to account ledgers; reconciling accounts; verifying entries; maintaining and controlling general ledger accounts, reports, registers, and statements; and using spreadsheets and formulas.
- Maintain and oversee the LRDA MEPA Housing Program
 - Work includes the reconciliation of LRDA housing accounts, including distribution of monthly lease statements and collection of monthly payments.
- Human Resource Functions
- Perform duties relevant to Lumbee Homecoming.
- Perform other duties as necessary and assigned.

Salary Details:

Competitive salary based on experience.

Qualifications:

High school diploma or equivalency and two years of experience in accounting work. Associate's degree in Accounting/Finance preferred. A combination of successful experience and length of service in this field may be substituted in lieu of a formal related degree.

***Submit Electronic Cover Letter and Resume to Heather Hunt, Chief Finance Officer, at:
hhunt@lumbee.org***

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