
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

(Internal Posting)

Title: Finance Assistant - Roving

Reports To: Chief Financial Officer

Location: Happy Camp Administrative Office

Salary: \$40,000 to \$60,000, depending on experience

Summary: As a member of the fiscal department staff, the Finance Assistant - Roving position shall enhance the Tribe's internal controls by providing better segregation of duties within that department. The Finance Assistant - Roving shall be responsible for performing general accounting work, will cross train to perform other functions of the accounting office and shall provide administrative support to the Chief Financial Officer.

Classification: Full Time, Non Exempt, Non Entry Level

Application Deadline: December 8, 2021 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Finance Assistant - Roving

Reports To: Chief Financial Officer

Location: Happy Camp Administrative Office

Salary: \$40,000 to \$60,000, depending on experience

Summary: As a member of the fiscal department staff, the Finance Assistant - Roving position shall enhance the Tribe's internal controls by providing better segregation of duties within that department. The Finance Assistant - Roving shall be responsible for performing general accounting work, will cross train to perform other functions of the accounting office and shall provide administrative support to the Chief Financial Officer.

Classification: Full Time, Non Exempt, Non Entry Level

Responsibilities:

1. Shall assist in reconciling balance sheet accounts.
2. Shall enter and post adjusting journal entries including entries needed to correct account codes.
3. Shall enter, post, and reverse accruals at the end of each quarter.
4. Shall assist with draw downs and grant financial reports.
5. Upon request, shall distribute financial information including EE&A's to program directors monthly for budget tracking purposes.
6. Shall process budget appropriation entries into computerized accounting system.
7. Shall calculate and post workers compensation journal entry.
8. Shall assist accounts payable by collecting receipts and reconciling Quill, Connor's Card Lock, Mountain Counties, Wal-Mart and other vendors where multiple employees charge.
9. Shall assist with filing accounts payable and journal entries.
10. Shall be responsible for the internal audit function to randomly check accounts payable, accounts receivable and payroll for correct amounts and account coding.
11. Shall be cross-trained in other areas of finance department including accounts payable, accounts receivable, payroll and travel to fill in when other department employees are off on leave.
12. Upon request, shall assist other departments with preparing grants, contracts and agreements for review.
13. Shall be available for local and out of the area travel as required for job related training.

14. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have good math and logic skills.
3. Must have good Excel skills.
4. Must have experience using computer based accounting programs.
5. Must have experience accurately reconciling accounts, analyze information, prepare adjusting journal entries, and interpreting financial information.
6. Must have at least three years of experience in accounting or related field.
7. Prefer experience with accounts payable, accounts receivable, payroll and accounting for grants.
8. Prefer experience in governmental/fund accounting.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: January 23, 2020

Chairman's Signature: _____

Employee's Signature: _____