

Finance Assistant - AR, AP and Vehicles

Reports To: Chief Finance Officer

Location: Happy Camp Administration Office

Salary: \$9.00 - \$12.00, depending on experience

Summary: Under general direction, will perform a variety of complex assignments in the development, maintenance and processing of the Karuk Tribe of California's Accounting procedures.

1) What are your typical job responsibilities?

Cash receipts and accounts payable.

2) How do you *really* spend your day?

Working on cash receipts, insurance inquiries, accounts payable, and all other duties as assigned.

3) How do you organize your day to ensure you get everything done?

Time management for each day, week, and month.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

Computerized accounting and bookkeeping. I hurt my back and needed to transfer over into a less physical job so I chose accounting.

5) Uppers; what is the thing that you love most about your job?

Working with the girls in finance and my Supervisor. Keeping busy also helps.

6) Downers; what is the thing that you love least about your job?

Working indoors when I have been used to working outdoors for most of my life.

7) What inspires, excites, and/or motivates you in your job?

Knowing I can complete any tasks handed to me.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

40 hours per week, about 2 hours of meetings each week; depends on my family schedule. I usually travel about once each year.

9) How do you relieve stress?

Go somewhere and be alone to clear my head.

10) Does your job include a lot of traveling? Do you enjoy it?

No and No.

11) What advice would you give to someone interested in this line of work?

Stay on track and keep a good hold on reality.

12) What does a *typical day in your world* look like?

Weekday: Wake up, shower, eat breakfast, then off to work for eight hours. Return home after checking the mail and doing food shopping maybe, and visiting with granddaughter until she is picked up. Eat dinner, then relax until bedtime.

Weekend: Honey-do projects, home improvement, shopping out of town, and sometimes visit the grandchildren.