

Finance Assistant/Accounts Payable Manager

Reports To: Chief Finance Officer

Location: Happy Camp Administration Office

Salary: \$12.00 to \$16.00, depending on experience

Summary: Under general direction, shall 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?

I am the Accounts Payable Manager I do a lot of data entry to ensure that all the bills that run through the Tribe get paid (utilities, visa statements, vendor reimbursements, childcare, medical and dental payments) you name, I pay it☺ I verify all account codes and I do journal entries. I process In-kind for the Head Start Program and complete the requirements for the Child Nutrition Reimbursements. I do all the year end processing and 1099 IRS reporting. I also assist in the year end audit.

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

I start my day answering e-mails and limit myself to two cups of coffee. The majority of my time is data entry. I run checks all day long. I like to make my vendors happy☺ My phone constantly rings with all sorts of requests. "When all else fails, call Jamie". I do my best in helping everyone or direct them to the correct person. I reconcile accounts and fix incorrect entries. I take two breaks a day and an hour lunch. It feels good to get away for that short period of time.

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

My desk is sort of an "in box". The paperwork gets taller and taller. I do sort through the most important requests and get those done first. Sometimes I flip everything over and start from the bottom and work my way up. The invoices are never-ending so I keep busy all day long. By the looks of my desk, you would think a tornado came thru, but I know exactly where everything is at!

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)?

I am a high school graduate and have been extremely lucky in all the jobs I've had. I did the Bill of Lading and tallied the lumber tickets at Stone Forest Industries. Once the mill closed I worked as a Teller at Scott Valley Bank. I was given the opportunity to apply for the Accounting Clerk position for the Karuk Tribe. All though I didn't have a college education, I did have a lot of the other qualifications for the job. I am a hard worker and am willing to learn anything. I am very fortunate to be where I am today.

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

I really do like my position here at the Tribe. I like the routine and steady pace of data entry. I really enjoy the relax setting and the flexibility if I need time off.

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

VISA statements are my worst nightmare. Reconciling is extremely difficult when employees do not turn in receipts. It is very time consuming.

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

I like visiting with the staff. I think that makes me enjoy coming to work.

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

My job is consistent. I work Monday – Friday from 8:00 am to 5:00 pm. Nothing is pressing to work on weekends.

9) How do you relieve stress?

I have a motto: What doesn't get done today, will always be there tomorrow. The only stress I have is "what's for dinner?"

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

Working in accounts payable doesn't lead to a luxury life in traveling. It is very limited. I do attend two yearly conferences. One is reviewing accounting procedures and the other is a software seminar.

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

If you like repetitive work this is the job for you. It is never ending.

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

I start my day at 6:30am in order for me to get ready before the rest of my family gets up. I drop my daughter off at school and head to work. I do all my morning duties. Now it's break time. I head for home. In the 15 minutes that I am given I manage to throw a load of laundry in –put a load in the dryer, make my bed and head back to work. I am now doing data entry for another check run, answering phones, responding back to e-mails, reconciling accounts. I then take an hour lunch, manage to eat while watching Court TV and Fox News (of course I squeeze in a little more household chores). My afternoons are very busy with my daily work tasks. I take another 15 minutes to pick up my daughter from school, get her situated and head back to work. Again, I do my never-ending data entry until 5:00 pm. Now I spend the rest of the evening with my family (cooking, swimming, watching movies...I'll do just about anything). My day ends at 11:00 pm and starts all over in the morning. (after looking at what I actually do...I sure don't lead a very exciting life)!