Bookkeeper

Reports To: Executive Director

Location: Karuk Tribe Housing Authority, Happy Camp

Salary: $32,000.00 - $40,000.00, Depending on Experience

Summary: The Bookkeeper shall, under the general supervision of the Chief Financial Officer, be responsible for performing advanced accounting work and preparation of statistical reports (ex; utility consumption, etc.). Shall maintain day-to-day Fiscal and Accounting records. Shall maintain files for fiscal records. Shall maintain Tenant Payment Reports and prepare monthly rent coupons. Shall maintain payroll records.

1) **What are your typical job responsibilities?**

Oversight of all of the accounting for KTHA

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

Entering data, creating and updating spreadsheets, answering questions for other departments and making corrections.

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

I try to prioritize by deadlines.

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 have always had an interest in accounting.

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

Making everything balance.

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

Making silly corrections.

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

When we get a good audit at the years end.

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

I usually work 10 hour days 5 days a week, don't attend many meetings and travel maybe twice a year.

9) **How do you relieve stress?**

Walking, lots of deep breathing, and time with my kids and grandkids.

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

No it does not; yes I enjoy it when I do.

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

Be prepared to work hard and love accounting.

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

Most days you are busy from the time you walk into the office until the time you leave. Never caught up!