

## **POSITION DESCRIPTION**

**Title:** Finance Assistant – AR, AP and Vehicles

**Reports To:** Chief Finance Officer

**Location:** Happy Camp Administration Office

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

**Classification:** Full Time, Non Exempt, Non Entry Level

**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.

**Responsibilities:**

1. Shall be responsible for entering and verifying accounts payable which includes attaching proper documentation, checking for signatures, ensuring funds are available, coding, applying any credit memos, ensuring no duplicate payments, etc. Shall void checks in accounting system when needed.
2. Shall assist with preparation accounts payable for signatory and prepare payments for distribution when necessary.
3. Shall process purchase orders daily which includes entering them into the Karuk Tribe's accounting system, verifying funds and routing them to the proper departments. Shall revise purchase orders when necessary.
4. Shall process KTOC Self Insurance payments as authorized and maintain the checking account monthly including reconciliation, verifying enough funds are available and requesting additional funds when necessary.
5. Shall process Karuk Tribe Elder's Account payments as authorized and maintain the checking account monthly including reconciliations and reports to the Committee President detailing funds available. Process deposits for said account on an as needed basis.
6. Shall process monthly payments including loans, vehicles and contracts.
7. Shall maintain all vehicle files and process annual license renewals. Shall ensure that all vehicles are included on the Karuk Tribe's insurance policy and report any accidents to the Insurance Agent. Shall make sure that each Tribal vehicle contains current insurance information.
8. Shall prepare documentation when requested for various purchases such as vehicles, equipment, etc. which includes obtaining quotes, research, warranty information, etc.

9. Shall maintain files on all insurance policies of the Karuk Tribe, shall ensure that additional insurance is provided for special events as requested. Shall forward any insurance claims to the Insurance Agent.
10. Shall enter and post JV's as needed for various purposes.
11. Shall prepare 3 copies of cash receipt. One copy for the customer, one for the cash receipts file and one to remain in the book.
12. Shall copy all deposit documents, prepare deposit slip, and deposit all cash receipts on a daily basis.
13. Shall record all cash receipts, including wire transfers, into the cash receipts accounting system ensuring that accurate codes are utilized and information is verified.
14. Shall reconcile cash receipts report to bank statements.
15. Shall record & reconcile credit card cash receipts to the bank statements.
16. Shall be cross-trained in other areas of finance department including but not limited to travel, payroll, and forms creation and assist with backup when necessary.
17. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
18. 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 have a high school diploma or equivalency. One year college level accounting or equivalent desired.
2. Must have competence in word processing, spreadsheets, office equipment and general computer usage. Must be a self-starter, well organized and willing to learn new skills.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality policy.

5. Must successfully pass a drug screening test and criminal background check.

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

**Council Approved: Revised April 2005**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_