

POSITION DESCRIPTION

Title: Finance Assistant/Accounts Payable Manager

Reports To: Chief Finance Officer

Location: Happy Camp Administration Office

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

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

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.

Responsibilities:

1. Shall review monthly reports for accuracy and do monthly clean up.
2. Shall process monthly reports for program directors and ensure accurate coding and adequate funds. Shall review reports with directors to answer any questions they may have and process any necessary budget modifications.
3. Shall maintain files and keep track of Tribal Credit cards and reconcile monthly, forwarding any necessary deductions to the Finance Assistant/Payroll.
4. Shall fill out all credit applications.
5. Shall process monthly Table 1, State Food Program, Head Start In-Kind.
6. Shall ensure that MCS is backed up daily.
7. Shall supervise the 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 be responsible for the accuracy of all accounts payable voided checks in accounting system.
8. Shall process all CHS payments and forward to CHS department.
9. Shall assist with preparation of accounts payable for signatory and prepare payments for distribution.
10. Shall review all accounts payable before posting. Shall compare check journals to ensure accuracy and to avoid out of balance funds.

11. Shall record McKesson ACH withdrawals and post entry to pharmacy budget.
12. Shall review minutes for approved payments after Council / Health Board meetings.
13. Shall supervise processing of purchase orders which includes coding them, entering them into the Karuk Tribe's accounting system, verifying funds and routing them to the proper departments. Shall void and revise purchase orders when necessary.
14. Shall annually process and distribute vendor 1099's and ensure reporting to Internal Revenue Service of such information in a timely fashion.
15. Shall request W-9's from new vendors.
16. Shall enter and post JV's as needed for various purposes.
17. Shall invoice the Karuk Tribal Housing Authority and the Karuk Community Development Corporation for reimbursement of expenses.
18. Shall record end of year accounts payable accruals and reversals and post entries correctly.
19. Shall assist in audit by pulling requested documentation.
20. Shall be cross-trained in other areas of finance department including but not limited to cash receipts, travel, payroll, and forms creation and assist with backup when necessary.
21. 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.
22. 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 High School Diploma or equivalent. One year college level accounting or equivalent desired.
2. Must have competence in word processing, spreadsheets, office equipment and general computer usage.
3. Must be a self-starter, well organized and willing to learn new skills.

4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. 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.

Council Approved: Revised April 2005

Chairman's Signature: _____

Employee's Signature: _____