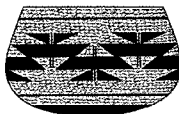


KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

The Karuk Tribe Housing Authority is now accepting applications for the position of

Part Time Fiscal Clerk
\$10.00 to \$12.00 per hour (20 hours/week)

This is a part time position working at the Karuk Tribe Housing Authority Office in Happy Camp, CA.

Shall perform finance duties under the supervision of the Chief Finance Officer including but not limited to preparation of payroll, processing and reconciliation of travel, preparation of statistical reports, filing, and other related projects as assigned. Shall be available to cover for employee absences as necessary

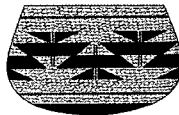
Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) Preference and Resident Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Friday, December 14, 2012.

Position Posted On: 12/3/2012 10:41 AM

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POSITION DESCRIPTION

Title: Part Time Fiscal Clerk

Reports to: Chief Finance Officer

Location: Karuk Tribe Housing Authority, Happy Camp

Salary: \$10.00 to \$12.00 per hour, depending on experience

Summary: Shall perform finance duties under the supervision of the Chief Finance Officer including but not limited to preparation of payroll, processing and reconciliation of travel, preparation of statistical reports, filing, and other related projects as assigned. Shall be available to cover for employee absences as necessary.

Classification: Part Time (20 hours per week, days/hours negotiable), Regular, Non Exempt

Responsibilities:

- 1) Shall process and reconcile all Travel Advances for employees and BOC members as necessary; includes flight arrangements, lodging, car rentals and other necessary arrangements. When necessary, shall invoice outside agencies for reimbursable travel. When necessary, shall forward travel deductions for processing.
- 2) Shall enter, run and process payroll, including the liquidation of outstanding employee debts such as travel and expense advances, child support garnishments, and other deductions as necessary.
- 3) Shall process and pay all payroll taxes as required.
- 4) Shall maintain payroll files and ensure audit readiness.
- 5) Shall compile a variety of statistical reports, correspondence, documents, forms, spreadsheets, and other items as requested.
- 6) Shall assist with filing as requested.
- 7) Shall be cross-trained in all other areas of finance department including but not limited to accounts payable, purchase orders, bank reconciliations, cash receipts, and research.
- 8) Shall be available and willing to work additional hours as necessary to cover department duties during employee absences, travel, and planned vacation.
- 9) 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.

- 10) Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

- 1) Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
- 2) Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
- 3) Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
- 4) Demonstrates 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 experience in an accounting related field highly desired.
- 2) Must have demonstrated 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 drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Board Approved: November 19, 2012

Council Approved: November 29, 2012

Chairman's Signature: _____

Employee's Signature: _____