



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING *Tribal Members Only*

Opening Date: 08/20/2019

Closing Date: 08/26/2019

Position Title: Accounting Clerk

Department: Fiscal

Work Schedule: Monday-Friday 8:00AM-5:00PM

Wage Rate: Pay Range 27: \$15.20-\$19.46 /HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Revised: 05/15/13



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

TITLE: Accounting Clerk **WORKSITE:** Tule River Administration Building
340 N. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Accounting Clerk will be responsible for verifying and inputting data. The clerk will assist the Accounts Payable Clerk, in keeping all vendors, billing, and filing up to date.

QUALIFICATIONS:

1. Working knowledge of computers including spreadsheets and word processing programs, Windows and Microsoft Office.
 2. Minimum one year of accounting or bookkeeping experience.
 3. Minimum High School Diploma or equivalent (GED).
 4. Must possess a valid CA Drivers License and be insurable through the Tribe.
 5. Ability to communicate professionally with members, co-workers and management.
 6. Must have strong customer service skills.
 7. Ability to operate the following equipment: personal computer, copier, fax and phone.
 8. Mathematical accuracy is required.
 9. Ability to work in a fast paced, high volume, deadline driven environment.
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DUTIES AND RESPONSIBILITIES:

1. Process purchase requisitions, review the accounting codes for accuracy, and ensure that all documentation is available.
2. Verify purchase orders with invoices to ensure that all requests were purchased.
3. Maintain vendor files and update all address files for those with whom TRTC does business with.
4. Prepare work to be accomplished by counting cash; scheduling and preparing disbursements; obtaining authorization for payment; posting payments to journal entries.
5. Support HR/Payroll functions for the course by processing as directed.
6. Maintain member files by inputting new member information, address or telephone changes as necessary and processing membership cancellations.
7. Assist with the payment of invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization for payment; posting payments to journal entries.

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8. Provide customer service to members by answering phone calls, resolving account questions.
9. Collect revenue by following up with delinquent accounts as time allows.
10. Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
11. Maintain office supply stock by completing supply order.
12. Perform various clerical and office support duties as requested by management.
13. Keeps management informed of area activities and of any significant problems.
14. Attends and participates in meetings as required.
15. Ensures that work area is clean, secure, and well maintained.
16. Completes special projects and miscellaneous assignments as required.
17. Perform basic math skills, use decimals to compute ratios and percents, and to draw interpret graphs.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds.

Position reports to:	Chief Financial Officer
Position Supervises:	None
Salary:	Pay Range 27: \$15.20-\$19.46/HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday-Friday 8:00AM-5:00PM 40+Hrs/week (Varies depending on department needs)
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K)

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE