

## **Vacancy Announcement**

**Title:** Finance Assistant

**Reports To:** KCDC Chief Finance Officer (CFO)

**Location:** Happy Camp

**Salary:** \$15.00 to \$25.00 per hour, depending on experience

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

**Summary:** The Finance Assistant shall work closely with and under the direction of the KCDC CFO to carry out the day-to-day financial management of the Corporation.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

**POSITION DESCRIPTION**

**Title:** Finance Assistant

**Reports To:** KCDC Chief Finance Officer (CFO)

**Location:** Happy Camp

**Salary:** \$15.00 to \$25.00 per hour, depending on experience

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

**Summary:** The Finance Assistant shall work closely with and under the direction of the KCDC CFO to carry out the day-to-day financial management of the Corporation.

**Responsibilities:**

1. Shall prepare the Corporation's bi-weekly and other miscellaneous payrolls, including liquidation of travel and expense advances, VISA deductions, child support garnishments and other deductions as necessary.
2. Coordinates problem solving regarding payroll discrepancies with department staff.
3. Shall receive and process new employees into the payroll system including entering of correct fund codes.
4. Shall maintain, update, and ensure the confidentiality of the corporation's payroll information and records.
5. Shall prepare a variety of reports for employee benefit vendors including worker's compensation, 401(k), dental/vision insurance, and medical insurance.
6. Shall be responsible for payroll processing for the Bureau of Indian Affairs (BIA) fire crew. This includes ensuring the proper forms are submitted on time with necessary authorizations and backup documentation is attached as needed.
7. Shall prepare all semi-monthly, quarterly, and annual State and Federal payroll reports and ensure timely submittal of all monthly and quarterly tax deposits and shall annually process and distribute employee W-2's and prepare annual payroll reports and submit to the IRS and State of California.
8. Shall maintain all payroll files and forward copies of appropriate items to KCDC CFO for review and filing in personnel files.
9. Shall process on the job injury reports/forms and work with insurance agents to ensure timely reporting. Shall prepare annual OSHA Form and post in a timely manner, and forward copies of injury reports to CFO for review.

10. Shall record all cash receipts, including wire transfers, into the cash receipts accounting system ensuring that accurate codes are utilized and information is verified and shall enter and post journal entries as approved.
11. Shall be responsible for entering and verifying accounts payable which includes attaching proper documentation, checking for signatures, ensuring funds are available, and proper coding. Shall void checks in accounting system when needed and with appropriate approval.
12. Shall assist with preparation of accounts payable for signature and prepare payments for distribution when necessary.
13. Shall maintain all vehicle files and process annual license renewals. Shall ensure that all vehicles are included on the KCDC insurance policy and report any accidents to the insurance agent. Shall make sure that each KCDC vehicle contains current registration and required insurance information.
14. Shall assist in the balancing and settlement of credit card transactions and shall reconcile cash receipts report to bank statements.
15. Shall consistently attend all regular and special board meetings, accurately and impartially record minutes, ensure that minutes are completed and submitted to the KCDC Board of Directors in a timely fashion, and shall forward action items to applicable departments (finance etc.) within ten working days of the meeting so they can be addressed promptly.
16. Shall be responsible for preparing and reconciling all travel advances as set forth in fiscal policy.
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. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and some knowledge of the Karuk culture.
2. Professionalism: Demonstrates respect, honesty, integrity, and fairness to all. Follows all applicable policies and procedures. Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with other staff is purposeful and appropriate.
3. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of the Karuk Community Development Corporation and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates and assists to carry out the mission of and to meet the goals of the Karuk Community Development Corporation. Establishes and maintains an effective working relationship with the public, KCDC and Karuk Tribe staff, and the KCDC Board of Directors.

5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the KCDC CFO and/or the Economic Developer/Operations Manager.

**Requirements:**

1. High school diploma or equivalent and 1- year college level accounting or 2-years equivalent experience.
2. Competency in general computer usage including software such as Microsoft Word and Excel, and in the use of office equipment such as printers, copiers, fax, etc.
3. Must be a self-starter, well organized and willing to learn new skills.
4. Valid driver's license, good driving record, and be insurable by KCDC's insurance carrier.
5. Must strictly adhere to the Karuk Tribe/KCDC confidentiality policy.
6. Must successfully pass a pre-employment drug screening and be willing to submit to a criminal background check.

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

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**KCDC Approved:** Revised 6/18/2009, 6/19/2017

**Tribal Council Approved:** 6/22/2017

**KCDC Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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