
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

(Internal Posting)

Title: Fiscal Clerk

Reports To: Chief Financial Officer

Location: Happy Camp KTHA Administrative Office

Salary: \$19 to \$25 per hour, depending on experience

Summary: As a member of the fiscal department staff, the Finance Assistant position shall enhance the KTHAs internal controls by providing better segregation of duties within that department. The Finance Assistant shall be responsible for performing general accounting work, will cross train to perform other functions of the Finance office and shall provide administrative support to the Chief Financial Officer.

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

Please Note: Skills test required prior to interview!

Application Deadline: April 14, 2022 by 5 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Fiscal Clerk

Reports To: Chief Financial Officer

Location: Happy Camp KTHA Administrative Office

Salary: \$19 to \$25 per hour, depending on experience

Summary: As a member of the fiscal department staff, the Finance Assistant position shall enhance the KTHAs internal controls by providing better segregation of duties within that department. The Finance Assistant shall be responsible for performing general accounting work, will cross train to perform other functions of the Finance office and shall provide administrative support to the Chief Financial Officer.

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

Responsibilities:

1. Shall assist in reconciling balance sheet accounts.
2. Shall prepare adjusting journal entries including entries needed to correct account codes.
3. Upon request, shall prepare and distribute financial information to department supervisors for budget tracking purposes.
4. Shall assist accounts payable by collecting receipts and reconciling vendor accounts where multiple employees charge, regularly.
5. Shall assist with filing accounts payable and journal entries, and other financial documentation, as needed.
6. Shall be responsible for the internal audit function to randomly check accounts payable, accounts receivable and payroll for correct amounts and account coding.
7. Shall be cross-trained in other areas of finance department including accounts payable, accounts receivable, payroll and travel to fill in when other department employees are off on leave.
8. Upon request, shall assist other departments with preparing grants, procurement, contracts and agreements for review.
9. Shall be available for local and out of the area travel as required for job related training.
10. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting 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.
5. Prefer experience with accounts payable, accounts receivable, payroll and accounting for grants.
6. Prefer experience in governmental/fund accounting.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have proficient math and logic skills.
3. Must have proficient Microsoft Excel skills.
4. Must have experience using computer-based accounting programs.
5. Must have experience in account reconciliations, financial information analysis, and interpreting financial information.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. 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.

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.

BOC Approved: August 16, 2021 **Revised:** September 22, 2021

Council Approved: August 26, 2021

Review Committee Approved: April 7, 2022

Employee's Signature: _____