
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: Finance Assistant - Reconciling

Reports To: Chief Financial Officer

Location: Happy Camp Administrative Office

Salary: \$40,000 to \$60,000, depending on experience

Classification: Full Time, Non Exempt, Non Entry Level

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

Application Deadline: February 28, 2019 by 5:00 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

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POSITION DESCRIPTION

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Classification: Full Time, Non Exempt, Non Entry Level

Responsibilities:

1. Shall collect all receipts and reconcile company credit cards on a monthly basis.
2. Shall collect all receipts and reconcile TANF pending receipts account on a monthly basis.
3. Shall assist in reconciling other balance sheet accounts as needed.
4. Shall enter and post adjusting journal entries as needed.
5. Shall track and record all capital asset acquisitions and disposals.
6. Shall track and record depreciation expense and accumulated depreciation.
7. Shall process budget appropriation entries into computerized accounting system.
8. Shall distribute financial information including EE&A's to program directors monthly for budget tracking purposes.
9. Shall prepare and distribute debt reports to Council including discretionary, TERO and HUD loans..
10. Shall gather and distribute KTHA, KCDC and Karuk Tribe delinquent debt lists monthly.

11. Shall assist with filing accounts payable and journal entries.
12. Shall assist with setting up new accounts payable and journal entry files at the beginning of new fiscal years.
13. Shall be cross-trained in other areas of finance department including accounts payable, accounts receivable and travel to fill in when necessary.
14. Shall be available for local and out of the area travel as required for job related training.
15. Shall attend all required meetings and functions as requested.
16. 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.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have good math and logic skills.
3. Must have good Excel skills.
4. Must have experience using computer based accounting programs.
5. Must have experience accurately reconciling accounts, analyze information, prepare adjusting journal entries, and interpreting financial information.
6. Must have at least two years of experience in accounting or related field.
7. Prefer experience in governmental/fund accounting.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. 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.

Council Approved: February 28, 2019

Chairman's Signature: _____

Employee's Signature: _____