
Karuk Community Health Clinic

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

**Karuk Dental Clinic**

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

Administrative Office

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

EMERGENCY POSTING

Vacancy Announcement

The Karuk Tribe is now accepting applications for:

- Title:** Finance Assistant
- Reports To:** Chief Finance Officer
- Location:** Happy Camp Administration Office
- Salary:** \$12.00 to \$17.00, depending on experience
- Classification:** 40 hours per week, Non Exempt, Non Entry Level
- Summary:** Under general direction, will perform a variety of accounting and clerical tasks.

Application Deadline: 5pm, Monday, February 17, 2014,

Job descriptions and applications are available online at: www.karuk.us/jobs, or
Human Resource Manager, Karuk Tribe, P.O. Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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POSITION DESCRIPTION

Title: Finance Assistant

Reports To: Chief Finance Officer

Location: Happy Camp Administration Office

Salary: \$12.00 to \$17.00, depending on experience

Classification: 40 hours per week, Non Exempt, Non Entry Level

Summary: Under general direction, will perform a variety of accounting and clerical tasks.

Responsibilities:

1. Shall prepare 3 copies of cash receipt. One copy for the customer, one for the cash receipts file and one to remain in the book.
2. Shall record all cash receipts, including wire transfers, into the cash receipts accounting system ensuring that accurate codes are utilized and information is verified.
3. Shall record & reconcile credit card cash receipts to the bank statements.
4. Shall reconcile daily clinic cash receipts to faxed clinic cash receipts list.
5. Shall reconcile medical cash receipts report to third party revenue recorded in the accounting system.
6. Shall complete and reconcile cash receipts report to bank statements.
7. Shall balance and track all prepaid dental accounts.
8. Shall copy backup for grant cash receipts for the SEFA file.
9. Shall update and help create forms.
10. Shall accurately file information from existing contract, finance, medical, and other filing systems and help to implement more effective systems as necessary.
11. Shall review items submitted for filing for completeness (ex; signatures, documentation, etc.).

12. Shall close out and re-establish vendor files.
13. Shall maintain all vehicle files and process annual license renewals.
14. Shall make sure that each Tribal vehicle contains current insurance information.
15. Shall ensure that all vehicles are included on the Karuk Tribe's insurance policy and report any accidents to the Insurance Agent.
16. Shall maintain files on all insurance policies of the Karuk Tribe, shall ensure that additional insurance is provided for special events as requested. Shall forward any insurance claims to the Insurance Agent.
17. Shall perform calculations and posting of Indirect Cost Entries according to grant terms and conditions with Director of Administrative Programs & Compliance approval.
18. Shall prepare monthly bank reconciliations for all accounts, which includes verification of all financial data including checks, deposits, journal vouchers, cash receipts, etc.
19. Shall prepare and enter all monthly journal entries for Ishpook Leasing.
20. Shall be cross-trained in other areas of finance department and assist with backup when necessary.
21. 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.
22. Shall be polite and maintain a priority system in accepting other position related job 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 have High School Diploma or equivalent.
2. Must have 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 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.

Council Approved: June 13, 2013

Chairman's Signature: _____

Employee's Signature: _____