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**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

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## Vacancy Announcement

- Title:** Fiscal Clerk
- Reports to:** Chief Finance Officer
- Location:** Karuk Tribe Housing Authority, Happy Camp
- Salary:** \$10.00 to \$12.00 per hour, depending on experience
- Summary:** Shall perform finance duties under the supervision of the Chief Finance Officer including but not limited to preparation of payroll, processing and reconciliation of travel, preparation of statistical reports, tenant billing, filing, and other related projects as assigned. Shall be cross trained in all other finance areas to allow for department coverage as needed.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than **5pm, Friday February 28, 2013.**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Le Loni Colegrove, Human Resource Manager; fax them to (530) 493-1611; or email them to [lcolegrove@karuk.us](mailto:lcolegrove@karuk.us) by the deadline.

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## POSITION DESCRIPTION

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**Reports to:** Chief Finance Officer

**Location:** Karuk Tribe Housing Authority, Happy Camp

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**Summary:** Shall perform finance duties under the supervision of the Chief Finance Officer including but not limited to preparation of payroll, processing and reconciliation of travel, preparation of statistical reports, tenant billing, filing, and other related projects as assigned. Shall be cross trained in all other finance areas to allow for department coverage as needed.

**Classification:** Full Time, Regular, Non Exempt

### Responsibilities:

- 1) Shall process and reconcile all Travel Advances for employees and BOC members as necessary; includes flight arrangements, lodging, car rentals and other necessary arrangements. When necessary, shall invoice outside agencies for reimbursable travel. When necessary, shall forward travel deductions for processing.
- 2) Shall enter, run and process payroll, including the liquidation of outstanding employee debts such as travel and expense advances, child support garnishments, and other deductions as necessary.
- 3) Shall process and pay all payroll taxes as required.
- 4) Shall maintain payroll files and ensure audit readiness.
- 5) Shall compile a variety of statistical reports, correspondence, documents, forms, spreadsheets, and other items as requested.
- 6) Shall perform all functions related to processing monthly tenant account billings including Housing Data System (HDS) data entry.
- 7) Shall assist with filing as requested.
- 8) Shall be cross-trained in all other areas of finance department including but not limited to accounts payable, purchase orders, bank reconciliations, cash receipts, and research to provide coverage of department duties during employee absences, travel, and planned vacation.

- 9) 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.
- 10) Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

- 1) Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
- 2) Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
- 3) Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
- 4) Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

- 1) Must have a high school diploma or equivalency. One year college level accounting or experience in an accounting related field highly desired.
- 2) Must have demonstrated 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 drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

**Resident Preference:** The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

**Board Approved:**

**Council Approved:**

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

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