

**Karuk**

**Community**

**Development**

**Corporation**

## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Title:** Finance Assistant

**Reports To:** Chief Finance Officer

**Location:** Happy Camp

**Salary:** \$12.00 to \$17.00 per hour, depending on experience

**Summary:** The finance Assistant shall under general direction, perform a variety of complex assignments in the development, maintenance, and processing of the Karuk Community Development Corporation's Finance procedures.

**Classification:** Non-Entry Level, full time, Regular, Non-Exempt

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

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than **5pm, June 04, 2013.**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Manager; fax them to (530) 493-5322; or email to [icolegrove@karuk.us](mailto:icolegrove@karuk.us) by the deadline listed.

**POSITION DESCRIPTION**

**Title:** Finance Assistant

**Reports To:** Chief Finance Officer

**Location:** Happy Camp

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**Summary:** The Finance Assistant shall under general direction, perform a variety of complex assignments in the development, maintenance, and processing of the Karuk Community Development Corporation's Finance procedures.

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

**Responsibilities:**

1. Shall prepare the Corporation's bi-weekly payroll (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 and W-4 information.
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 and invoicing 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 ensures timely submittal of all monthly and quarterly tax deposits.
8. Shall maintain all payroll files and forward copies of appropriate items to Chief Finance Officer for review and filing in personnel files.

9. Shall process on the job injury reports and forms and work with insurance agent to ensure timely reporting. Will prepare annual OSHA Form and post in a timely manner. Will forward copies of injuries to Chief Finance Officer for filing in personnel files.
10. Shall enter and post journal entries as needed for various purposes.
11. Shall annually process and distribute employee W-2's and prepare annual payroll reports to the Internal Revenue Service and State of California.
12. 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, with appropriate approval.
13. Shall assist with preparation of accounts payable for signatory and prepare payments for distribution when necessary.
14. Shall process monthly payments including utilities and various contracts for a variety of programs.
15. Shall maintain all vehicle files and process annual license renewals. Shall ensure that all vehicles are included on the KCDC's insurance policy and report any accidents to the insurance agent. Shall make sure that each KCDC vehicle contains current insurance information.
16. Shall record all cash receipts, including wire transfers, into the cash receipts accounting system ensuring that accurate codes are utilized and information is verified.
17. Shall assist in the balancing and settlement of credit card transactions, unique to the operation of KCDC's retail business.
18. Shall reconcile cash receipts report to the bank statements.
19. Shall consistently attend all regular and special board meetings and accurately and impartially record meeting minutes.
20. Shall ensure that minutes are completed and submitted to the KCDC Chairman in a timely fashion so that they may be approved at the next meeting.
21. Shall forward action items to applicable departments (Finance, etc.) in a timely fashion so that items can be addressed promptly.
22. Shall competently draft correspondence for review and approval to inform individuals of the decisions made on requests that are presented to the Board in a timely manner. Shall make any changes to minutes required by the Board prior to final approval of minutes.
23. 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.
24. 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 possess high school diploma or equivalent. One year college level accounting or equivalent experience highly desired.
2. Must have competence in word processing such as Microsoft Word, spreadsheets such as Microsoft Excel, office equipment such as printers and fax machines 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 screening test 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.

**Board Approved: Revised June 18, 2009**

**Board Chair's Signature:** \_\_\_\_\_

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