

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

(Internal Posting)

- Title:** Fiscal Clerk
- Reports To:** Chief Financial Officer
- Location:** Happy Camp KTHA Administrative Office
- Salary:** \$18 to \$24 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

Applications are available at all Tribal Offices or on the Internet at 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** and **KTHA Residential preference** 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, September 3, 2021.**

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 them to vsimmons@karuk.us by the deadline listed.

POSITION DESCRIPTION

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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

Council Approved: August 26, 2021

Chairman's Signature: _____

Employee's Signature: _____