

---

**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

---

## Vacancy Announcement

**Title:** Karuk Tribal TANF Program (KTTP) Compliance Technician

**Reports To:** Karuk Tribal TANF Program Executive Director

**Location:** Happy Camp

**Salary:** \$15.00 to \$20.00 per hour, depending on experience

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

**Summary:** The KTTP Compliance Technician is the focal point for processing of cash assistance requests, supportive services requests. The Compliance Technician receives, organizes and oversees the processing of cash assistance requests, supportive services requests and TAS internal control systems for KTTP operations for the TANF program (for the Yreka, Happy Camp, and Orleans).

**Application Deadline: Monday April 29, 2013.**

Job descriptions and applications are available online at [www.karuk.us/jobs](http://www.karuk.us/jobs), or contact the Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039

- Telephone: (530) 493-1600, ext: 2010
- Fax: (530) 493-5322
- Email: [icolegrove@karuk.us](mailto:icolegrove@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.

---

**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

---

## POSITION DESCRIPTION

**Title:** Karuk Tribal TANF Program (KTTP) Compliance Technician

**Reports To:** Karuk Tribal TANF Program Executive Director

**Location:** Happy Camp

**Salary:** \$15.00 to \$20.00 per hour, depending on experience

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

**Summary:** The KTTP Compliance Technician is the focal point for processing of cash assistance requests, supportive services requests. The Compliance Technician receives, organizes and oversees the processing of cash assistance requests, supportive services requests and TAS internal control systems for KTTP operations for the TANF program (for the Yreka, Happy Camp, and Orleans).

### Responsibilities:

1. Process all TANF requests and supporting documents necessary to provide services to program clients, including but not limited to; invoices and purchases orders, attaching proper documentation, checking for signatures, ensuring funds are available, coding, ensuring no duplicate payments, ensuring client is eligible for services, etc.
2. Develops and adapts forms as necessary for data collecting of the program.
3. Performs data entry for all payments issued in the KTTP TAS System.
4. Monitors KTTP TANF reports in accordance with KTTP policies.
5. Tracks and reports costs separately as required by each funding source.
6. Establishes written procedures for all assigned functions as necessary.
7. Reconciles financial data monthly to ensure that all payments/services entered into TAS System accurately match financial statements issued by the Karuk Tribe's Finance Department.
8. Reviews financial records to ensure accurate coding and adequate funds for all program expenditures.
9. Receives and distributes checks to clients.
10. Receives and forwards purchase orders to appropriate vendors and/or staff to ensure services to clients are received in a timely manner.

11. Reviews all major KTTTP financial transactions such as cash assistance and supportive services, etc. in accordance with policies. Provides advice to the Executive Director and other appropriate individuals on such matters.
12. Prepares all financial reports and other documents required by funding agencies relating to the KTTTP.
13. Prepares necessary entries to maintain accurate accounting information.
14. Documents KTTTP accounting procedures and updates accounting procedures annually.
15. Ensure adequate knowledge of program guidelines, allowable expenses for clients, allowable services, etc.
16. Is familiar with the KTTTP Plan document and its application to the program services.
17. Is available for local and out of the area travel as required for job related training. Attends all required meetings and functions as requested.
18. Accepts 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 even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. This is a non-entry level position, which requires a professional individual with a demonstrated ability to achieve goals within the context of a complex organization and community setting.
5. Have competence with Windows XP, word processing and spreadsheet software is essential. Knowledge of Tribal Assistance Software (TAS), Crystal Reports preferred.
6. Have experience with accounting software packages typical to Government funding including small to mid-size business applications is desirable.

**Requirements:**

1. Must possess high school diploma or equivalent. AA Degree in accounting or progressively responsible work experience in a similar occupation may be substituted for the educational requirement. Experience in governmental/fund accounting is required.
2. Requires analytical and computation skills, ability to prepare financial records, and ability to establish, maintain and manage internal controls.
3. Requires an individual with demonstrated verbal and written communication skills.
4. Requires ability to establish and maintain effective working relationships with employees, other agencies and the public.
5. Requires availability to travel for meetings, conferences and training activities.
6. Must possess a 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 drug screening test.

9. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: April 11, 2103**

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

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