



**BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY**  
*Big Pine Paiute Indian Reservation*

## **Job Description**

**POSITION:** Account Clerk  
**SUPERVISED BY:** Fiscal Manager  
**PAY RATE:** DOE (Starting Range: \$15-\$16.50/hr)  
**STATUS:** Non-Exempt, Full-time, 40 hours/week, with benefits

**GENERAL STATEMENT OF RESPONSIBILITY:** Under the direct supervision of the Fiscal Manager, the Account Clerk will be required to act in the capacity of providing Public Relations to all person calling or appearing a the Fiscal Office in the Tribal building as well as performing all Account Clerk activities.

**JOB DUTIES:** *Duties will include, but not be limited to the following:*

1. Perform the A/R duties: prepare invoices/statements for clients and the posting of receipts on accounts; maintain files; and print computer generated reports at the end of each month.
2. Receive all payments for A/R account (i.e. water/sewer, housing, rental, leases, misc., etc.)
3. Reconcile daily receipts and properly post to Accounts
4. Prepare payroll, including maintaining all records and tax deposits.
5. Perform the A/P duties: receive check requests and invoices/statements from vendors, prepare and print checks for payment and prepare for mailing.
6. Maintain A/P files in accounting system.
7. Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have a working knowledge of modern office practices and office machines, be highly computer skilled and have the ability to utilize a 10-key calculator.
- Ability to work independently and with minimal supervision on assigned tasks.
- Must be knowledgeable of general office procedures and filing protocols.
- Ability to utilize established bookkeeping procedures.
- Excellent organizational skills with strong attention to detail and the ability to complete a variety of tasks while often working under deadlines.
- Must adhere to Tribal Dress Code and Tribal Personnel Policies and Procedures.

### **MINIMUM QUALIFICATIONS:**

- A minimum of a High School Diploma, or equivalent and a minimum of one (1) year of experience in fiscal matters.
- Previous experience with proprietary accounting software programs and applications.

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- Must have excellent computer skills; word processing of 40-60 wpm, and proficiency in Excel, Word, and related software applications.
- Must have excellent public relations skills
- Must have good verbal and written communication skills, as well as the ability to deal tactfully with individuals and fellow administrative staff in a cooperative way for the complete and efficient discharge of the duties of this job.
- Must abide by Tribal confidentiality agreement.
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must pass pre-employment and random drug screening

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit for extended periods of time at a desk. Bending and lifting files is also regularly required.

**Deadline to apply:** Position is open until filled. First review is **Tuesday, May 22, 2018.** Application forms are available on the Tribe's website: [www.bigpinepaiute.org](http://www.bigpinepaiute.org) or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.

For questions or additional information, please contact 760.938.2003 or [info@bigpinepaiute.org](mailto:info@bigpinepaiute.org).

Submit materials outlined below to:

Big Pine Paiute Tribe, P. O. Box 700, Big Pine, CA or in person at 825 S. Main Street, Big Pine

To apply, please submit:

- a completed Big Pine Paiute Tribal Application and TERO application form (required)
- a brief letter describing your interest in the position, including how your skills meet the required job responsibilities
- a résumé
- a list of three professional references (optional)

**Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)**