

**Sitka Tribe of Alaska
Job Description**

Finance Clerk

Exempt:	Yes	Salary Range:	\$26,500 - \$30,000
Shift:	Full-time	Benefits:	Yes
Reports to:	Finance Director	Application close:	June 29, 2009

I. SUMMARY

The Finance Clerk will provide overall support to the Finance Department primarily in the areas of Accounts Receivables, Accounts Payables, Cash Receipts and Payroll.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Accounts Receivable:

- Assist Accountant with Accounts Receivables function: Specifically:
 - A. Makes bank deposits as requested
 - B. Verify cash submitted by Enterprises and other departments within STA.
 - C. Provide billing support to Accountant.
- Assist Accountant in general with report distribution, data entry, outstanding check research and account reconciliation.

B. Accounts Payable and Payroll:

- Assist Payroll Technician and Lead Accounts Payable Technician as requested with data entry, filing and copying.
- Learn how to process payroll and accounts payable, serve as back up to either position when they are out of the office if requested.

C. Travel, Purchase Order, Credit Card and Fixed Asset Responsibilities:

- Responsible for tracking and reconciling travel voucher reports.
- Generate purchase orders for PO requests the Director approves.
- Place approved credit card orders.
- Maintains fixed assets records, including date purchased, department funding source, and cost.
- Provide general office support to the Finance Department, i.e. filing, copying, research, and ordering supplies for the department.
- Maintain confidentiality of all financial information in all he/she sees, hears, or reads in the Finance Office.
- Maintain close communication with the Finance Director as well as all Finance Department staff.

D. Meetings, Reports and Other

- Attend weekly Finance Department meetings and other meetings with departments as requested by the Finance Director.
 - Attend STA staff meetings.
 - Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
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- Prepare a monthly report for inclusion in the regular Council meeting packet.
- Prepare other documents requested by the Finance Director.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or possession of a GED
- Three years of general office experience
- Three years of demonstrated computer experience on Windows, Excel and Microsoft Word applications

OR

- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work

Knowledge, Skills and Abilities:

- Ability to cross-train in areas of Accounts Receivable, Accounts Payable, and Payroll
- Possess strong analytical, problem solving and organizational skills
- Ability to use an integrated accounting software system and Microsoft Excel in report generation
- Ability to handle multiple tasks
- Ability to handle confidential employee and administrative information with tact and discretion
- Ability to communicate well with others, both orally and in writing
- Willingness and ability to work well in a team environment

Positions which handle cash and work in Charitable Gaming

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. No individual may fill this position who

- has been convicted of any crime involving a sexual offense
- has ever been convicted of a felony
- has ever been convicted of a misdemeanor involving theft or dishonesty or a violation of a gambling law

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

Drug and Alcohol Free Workplace:

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

PREFERRED QUALIFICATIONS

Associates or Bachelors Degree is in Accounting or Business Administration

NATIVE PREFERENCE

Tribal Native Preference Policy applies.