

Sitka Tribe of Alaska

Job Description

Finance Clerk

Exempt: No

Grade: 3 (\$18.15—\$19.56)

Department(s): Administration/Finance

Hours: 8:00 am-4:30 pm

Reports to: Controller

Effective Date: January 11, 2023

I. SUMMARY

The Finance Clerk assists the Finance Department with weekly and day-to-day administrative duties supporting STA's accounting staff.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Clerical Services:

The primary responsibility of this position is to provide clerical services to the accounting staff. Responsibilities may include:

- File and keep records organized for easy access
- Gather timesheets and check their accuracy for payroll
- Locate or track invoices, receipts, purchase orders, or other Finance records
- Receive cash deposits and reconcile deposit records
- Scan and log documents
- Prepare checks for the weekly mailing
- Performs data entry and filing tasks for accounts payable, purchase orders, equipment inventory, and confidential employee or departmental files
- Perform other duties as assigned.

B. Meetings, STA Reporting and Professional Conduct

- Keep the Controller informed on work progress, including existing and potential problems
- Maintain close communication with Controller and/or Finance Director as needed and participate in regular Finance Department staff meetings
- Respond to questions/comments in a courteous and timely manner
- Maintain confidentiality of all financial information
- Fill in for other finance office staff as needed
- Always maintain a professional appearance in the community
- Maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner

III. MINIMUM REQUIREMENTS

A. Education

- High School Graduation or Equivalent
- Higher Education or Training in Accounting preferred but not required

B. Experience

- Clerical, administrative, and filing experience preferred

C. Knowledge, Skills, and Abilities:

- Knowledge of filing systems
- Good knowledge of office equipment such as photocopiers, scanners, etc.
- Excellent organizational skills
- Great attention to detail

IV. PREFERENCE

Tribal Citizen and Native preferences in hiring apply as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

V. ADDITIONAL

A. Criminal Background Check

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 and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

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.

B. 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 reasonable suspicion and follow-up drug/and or alcohol testing.