



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

Opening Date: 5/07/2014

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Closing Date: 05/21/2014

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If you are interested in this position, please submit the following:

- Completed Application
- Proof of High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Accounting Clerk

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Department: Fiscal

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Work Schedule: Monday- Friday 8:00AM- 5:00PM

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Wage Rate: Pay Range 14: \$15.09/ Hr./ Non-Exempt

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**IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.**



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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**TITLE:** Accounting Clerk    **WORKSITE:** Tule River Administration Building  
340 N. Reservation Rd.  
Porterville, CA 93257

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## GENERAL POSITION DESCRIPTION

The Accounting Clerk will be responsible for verifying and inputting data. The clerk will assist the Accounts Payable Clerk, in keeping all vendors, billing, and filing up to date.

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## QUALIFICATIONS:

1. Working knowledge of computers including spreadsheets and word processing programs, Windows and Microsoft Office.
  2. Minimum one year of accounting or bookkeeping experience
  3. Minimum High School Diploma, or equivalent (GED)
  4. Must possess a valid CA Drivers License and be insurable through the Tribe.
  5. Ability to communicate professionally with members, co-workers and management
  6. Must have strong customer service skills
  7. Ability to operate the following equipment: personal computer, copier, fax and phone
  8. Mathematical accuracy is required
  9. Ability to work in a fast paced, high volume, deadline driven environment.
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## DUTIES AND RESPONSIBILITIES:

1. Process purchase requisitions, review the accounting codes for accuracy, and ensure that all documentation is available.
2. Verify purchase orders with invoices to ensure that all requests were purchased
3. Maintain vendor files and update all address files for those with whom TRTC does business with.
4. Prepare work to be accomplished by counting cash; scheduling and preparing disbursements; obtaining authorization for payment; posting payments to journal entries
5. Support HR/Payroll functions for the course by processing as directed
6. Maintain member files by inputting new member information, address or telephone changes as necessary and processing membership cancellations
7. Assist with the payment of invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization for payment; posting payments to journal entries
8. Provide customer service to members by answering phone calls, resolving account questions

Revised: 05/15/13

9. Collect revenue by following up with delinquent accounts as time allows
10. Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
11. Maintain office supply stock by completing supply order
12. Perform various clerical and office support duties as requested by management
13. Keeps management informed of area activities and of any significant problems.
14. Attends and participates in meetings as required.
15. Ensures that work area is clean, secure, and well maintained
16. Completes special projects and miscellaneous assignments as required
17. Perform basic math skills, use decimals to compute ratios and percents, and to draw interpret graphs

**WORKING CONDITIONS:**

1. Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally

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<b>Position reports to:</b>	Chief Financial Officer
<b>Position Supervises:</b>	None
<b>Salary:</b>	Pay Range 14: \$ 15.09/Hr. Paid Bi-Weekly/ Non-Exempt
<b>Hours:</b>	Monday-Friday 8:00AM-5:00PM 40+Hrs/week (Varies depending on department needs)
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K)

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 & 473).**