



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 05/13/2015

Closing Date: 05/27/2015

Position Title: Accounting Clerk

Department: Tule River Economic Development Corporation

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

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

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 Tribal Administration 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.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

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



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

TITLE: Accounting Clerk **WORKSITE:** Tule River Economic Dev. Corp.
31071 Hwy. 190
Porterville, CA 93257

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.

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
 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
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WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required when providing phone assistance.

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

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).