



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

*Personnel Department*

PO Box 279 La Push, WA 98350  
(360) 374-4366/4367 Fax (360) 374-4368



**JOB TITLE:** AR & Compliance Clerk  
**ORGANIZATION:** Tribal Government - Indirect Staff  
**SUPERVISOR:** Accounting Department Manager  
**SALARY RANGE:** DOQ/E  
**CLOSES:** November 21, 2016

## **DUTIES AND RESPONSIBILITIES:**

Responsible for review of all Purchase Requisitions, ensuring compliance with Tribal Policies, budgetary considerations, and accounting conformity.

Responsible for AR billing, including but not limited to, B & O taxes, fish tax, inter-entity activity, water/sewer/garbage.

## **SPECIFIC DUTIES:**

1. Conducts verification against current budget to ensure Purchase Requisitions are supported.
2. Point of contact for Departments Heads regarding improperly completed Purchase Requisitions or lack of budget. Suggestions on corrections.
3. Assist in identifying, researching, and resolving problems relating to requisition issues.
4. Responsible for the invoicing of taxes as directed by the Tax and License Coordinator.
5. Responsible for the invoicing of inter-entities, Public Works, and travel advances.
6. Responsible for the invoicing of utilities.
7. Other duties as assigned

## **QUALIFICATIONS:**

Associate of Arts Degree in accounting or one year experience relating to the duties and responsibilities detailed above may be substituted for the Associate of Arts Degree.

Excel, Word, email and accounting software experience is required.

Requires the ability to communicate clearly and effectively in writing and orally.

**SPECIAL REQUIREMENTS:**

Possession/retention of a valid Washington State Driver's License.

Must pass a criminal background check.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Must adhere to the Personnel Policies and Drug and Alcohol Policies.

Submit Quileute Tribal Job application and resume to:

Personnel Department  
C/O Quileute Tribal Council  
PO Box 279  
La Push, WA 98350

Visit our website at [www.quileutenation.org](http://www.quileutenation.org) for a job application and job description.

If the applicants have equal qualifications, preference will be given to Quileute Indian applicants and other Native American and Alaska Natives. Except as provided by the Indian Preference Act, Title 25 U.S. Code Section 472 & 473, there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization.