



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Accounting Clerk

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s)

7. Driver's License **NOTE: *Incomplete applications will not be considered.***

Position: **ACCOUNTING CLERK**
Supervisor: Accounting Dept. Manager
Location: Administration Building
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E (\$13.50 hourly wage)
Closes: (06/05/2020 – 06/19/2020)

POSITION SUMMARY:

This entry level position is responsible for providing assistance and support to all functions within the Quileute Tribal Office Accounting Department. Functions include, but are not limited to: Accounting Department Manager, Payroll, Accounts Payable, Accounts Receivable, Compliance, Grants and Contracts, Purchasing and Travel. This position will be expected to cross-train for all Accounting Department functions in order to provide seamless coverage when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Data Entry including but not limited to Accounts Payable and cash receipts
- Assist with timely payment of bills
- Provide administrative support to programs regarding purchasing
- Monitor and track usage and repairs of Administrative vehicles
- Collect & package documents for Tribal Member Assistance programs
- Copying and filing
- Disbursement of checks
- Assist with documentation for audits
- Provide back-up for Receptionist as needed
- Responsible for timely entry of financial data
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Communicate clearly and effectively in writing and orally
- Organized and detail oriented
- Basic knowledge of Word and Excel

WORK ENVIRONMENT:

- Office Setting, desk/cubicle, predominately stationary/sitting, computer usage.

PHYSICAL DEMANDS:

- Be able to lift 50lbs.

SUPERVISORY RESPONSIBILITY:

No

QUALIFICATIONS:

Required Qualifications

- High School or GED
- Must have an intermediate knowledge of accounting
- 1 yr in Accounting experience

Preferred Qualifications

- 1 yr of Tribal Accounting experience

GENERAL INFORMATION:

The statements contained herein reflect the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

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

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