



**SUSANVILLE INDIAN RANCHERIA
745 JOAQUIN STREET
SUSANVILLE, CA. 96130**

POSITION DESCRIPTION

Position: Accounting Clerk
Supervised by: Fiscal Controller
Supervision: None
Salary: \$10.00/hr
Hours: Full Time
Date of Announcement: July 13, 2016
Closing Date: July 27, 2016

GENERAL STATEMENT OF RESPONSIBILITY:

Perform clerical duties as assigned. Must be sensitive to changing priorities and be able to use and maintain office tools and machines as designed. Must be familiar with office machines such as copiers, postage machines and computers as well as word processing and spreadsheet software (i.e. Microsoft Word and Excel). This position must be reliable, trustworthy, organized and efficient.

SPECIFIC RESPONSIBILITIES:

1. Maintain files and keep documents in a manner that facilitates quick retrieval.
2. Assist Accounting Technicians with routine duties
3. Collect and distribute external and interoffice mail for the department and prepare documents/packages for mailing.
4. Inspect and accept purchased items for the department and maintain an acceptable levels of office supplies
5. Perform transactional duties such as accepting cash receipts, processing invoices, inspecting and collecting employee time sheets and check printing
6. Assist in preparing reports, presentations and correspondence.

7. Must be reliable in regards to avoiding tardiness, regular attendance and willingness to work overtime.
8. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards
9. Other duties as assigned.

QUALIFICATIONS:

1. Applicant must have a HS diploma or GED from an accredited secondary school or state approved program;
2. Speak English fluently;
3. Have a basic knowledge of office machines such as computers, scanner, printer, network copier/combination units, fax machines and postage machines and;
4. Must be able to relate to Native Americans and provide world class customer service to all users of accounting services
5. Preference will be given first to SIR Tribal Members; then to Native Americans (42 CFR 36.221).