



TRIBAL GOVERNMENT
Accounting Clerk
Position Description

Reports to: Controller	Open: 09/30/22
Job Class: Non-Exempt; 40 hours per week	Closes: until filled
Application available at: www.paskenta-nsn.gov Email: hr@paskenta.org	
<i>"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."</i>	

POSITION SUMMARY

Consistent with the fiscal policies and accounting processes set by the Chief Financial Officer, the Accounting Clerk will assist the accounting team in processing their daily accounting transactions and activities efficiently.

The Accounting Clerk will be work closely with the accounting team involved in various accounting functions including but not limited to Accounts Payable, Payroll, Accounts Receivable, and General Ledger. This position will be responsible for ensuring that the financial records are kept securely. The Accounting Clerk will assist in the audit process.

DUTIES & RESPONSIBILITIES

- Assist General Accounting in maintaining the financial records including but not limited to journal entries, reconciliations etc. in a manner easily retrievable during the audit process.
- Assist AP in their vendor management process by maintaining the vendor files electronically.
- Preparation of travel arrangements and completion of travel closeout.
- Responsible for accounting procurement of supplies and other purchases and ensures compliance with tribal and federal procurement rules.
- Coordinate between departments at different locations.
- Coordinate approvals.
- General office duties including, but not limited to filing, scanning, copying, and sorting.
- Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma and 2-3 years office clerk/administrative assistant related experience
- Knowledge of mathematical concepts such as fractions, percentages and ratios to practical solutions.
- Working experience of data entry/basics of Microsoft Excel is required
- Ability to work in an interdisciplinary environment.
- Excellent command of English language, spelling, grammar and punctuation.
- Very strong interpersonal and effective communication skills, both written and verbal.
- Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
- Must successfully complete a pre-employment drug screen and background investigation.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an

Paskenta Band of Nomlaki Indians
Accounting Clerk

employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.

*THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL
NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION.
THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES,
RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS
CLASSIFICATION.*