

POSITION TITLE: Accounting Clerk

DEPARTMENT: Accounting

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Accounting Manager/Comptroller

STATUS: Full-Time, Non-Exempt

PAY: BOE

INTERNAL/EXTERNAL OPENING: 11/13/2023

INTERNAL/EXTERNAL CLOSING: 11/20/2023

Summary of Duties and Responsibilities

The Accounting Clerk performs a variety of general accounting support tasks including: Data entry utilizing Abila / MIP fund accounting software; verify accuracy of invoices and other accounting documents or records; compile data and a variety of reports; and update and maintain accounting journals, ledgers and other records detailing financial business transactions.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.
4. Competency in Microsoft applications including Word, Excel, and Outlook.
5. Organizational, verbal, and written communication skills a must.
6. Attention to detail and the ability to multi-task is a must.
7. Requires experience.
8. Compiles and sorts documents, such as invoices and checks, substantiating business transactions.
9. Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers of computer spreadsheets and databases.
10. Audits invoices against purchase orders, researches discrepancies, and approves for payment.
11. Investigates problems that vendors or purchasing agents have with obtaining payment for bills.

12. Computes and record charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items.
13. Prepares vouchers, invoices, checks, account statements, reports, and other records, reviews for accuracy.
14. Reconciles general ledger accounts with various registers.
15. Extracts general ledger accounts with various registers.
16. Compiles cost reports and revenue and balance sheets.
17. Reconciles bank statements.
18. Monitors loans and accounts payable and receivable to ensure that payments are up to date.
19. Reconciles report discrepancies and problems.
20. Codes data for input to financial data processing system according to company procedures.
21. Reviews, balances, and interprets computer reports, and makes corrections.
22. Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
23. Performs other duties as assigned.

Education and Experience

1. High school diploma or equivalent required, with some bookkeeping coursework.
2. Three to five years of related experience required.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Quality-Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity- Completes work in timely manner; Meets productivity standards; Strives to increase productivity; Works quickly.

Attendance/Punctuality-Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.

Supervisory Responsibilities: None

UKB and Tribal preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to sthompson@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date