

**YUROK TRIBE-JOB DESCRIPTION**  
**Bookkeeper Accounts Receivable**

Job Title:	<b>Bookkeeper- Accounts Receivable</b>				
Job Grade:	<b>7/8/9</b>	FLSA Status:	<b>Non- Exempt</b>	Location:	<b>Klamath</b>
Department:	<b>Finance</b>		Branch:	<b>Executive Office</b>	
Reports To:	<b>Finance Director</b>				
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>					
Salary Range:	<b>\$22.70/\$24.88/\$27.23</b>				

**POSITION SUMMARY:**

Under the general supervision of the Fiscal Director, the Accounts Receivable Bookkeeper will record all receivables of the Tribe and the Tribe's component units. Insure that the receivables are collected and the collections are accurately recorded. Examples of receivables are Federal and State grants and contracts, utility accounts, TERO accounts, travel advances, and sale of Logo items. The incumbent will reconcile the accounts receivable to the general ledger each month and resolve any differences. The incumbent is responsible for recording sales and maintaining inventory for the Logo items. Monitor and maintain the CORE Utilities billing system.

**DUTIES AND RESPONSIBILITIES:**

1. Prepare monthly billings for the Tribe and its component units, processes new customers, and update existing accounts. Maintains relationship with customers and resolves disputes. Prepares payment agreements when necessary. Work with PUD to shut off non-paying customers.
2. Submits accounts to collection agency when necessary and updates information as required.
3. Prepare and enter PUD deposits weekly.
4. Record cash receipts on account for the Tribe and its component units.
5. Monitor and maintain accounts receivable and makes sure accounts receivable accounts are collected on time including grants and contracts.
6. Responsible to writes reminder and collection letters per established procedures.
7. Reconciles and balances the accounts receivable accounts to the general ledger on a monthly basis.
8. Reviews travel receivables on a regular basis and sends reminder notices when necessary.
9. Works with staff to ensure that necessary financial information, such as credit card receipts and packing slips, are submitted in a timely manner.
10. Informs the Payroll Bookkeeper of any travel advances, Logo sales, or other receivables that have not been cleared in accordance with the policy so they can be deducted from the employee's paycheck.
11. Reviews grants receivable on a monthly basis and follows-up with telephone calls or letters as directed by the Fiscal Director.
12. Provides cash receipts journal to the Accountant for bank reconciliation purposes.
13. Maintains files, journals, reports and other materials and retrieves them for review upon request.

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14. Maintains Logo item inventory system, oversees cash on hand, performs inventory counts and calculates inventory value and costs of goods sold.
15. Review AR, Travel and other related policies for efficiency and compliance with Federal regulations. Prepare revisions to policies when needed.
16. Retrieve and uses documents from Docstar. Files documents in Docstar.
17. Assists with annual audit coordination.
18. Must maintain confidentiality at all times.
19. Performs other duties as required to meet the needs of the Tribe.

**SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position.

**MINIMUM QUALIFICATIONS:**

- Must be familiar with Microsoft Office and proficient in Excel.
- Must be familiar with computerized accounting software.
- Must pass AP bookkeeping and Excel tests with a score of 75% or higher.
- Ability to perform complex mathematical calculations.
- Must pass a typing test with at least 40 words per minute.
- Must be able to operate a ten key adding machine and pass a test with 70% or higher.
- Ability to communicate effectively with staff and the public, using tact and discretion.

**EDUCATION/EXPERIENCE:**

G-7: Four years of bookkeeping experience.

G-8: Four years of bookkeeping experience with one year of specialized experience as an Accounts Receivable Bookkeeper.

G-9: Two years above high school and four years of bookkeeping experience.

A combination of education and experience may be considered for all grade levels.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must pass a comprehensive background check.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other

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employees of the organization. Knowledge of Yurok language is preferred but not required.

5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.
7. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date