



Yurok Tribe

Job Description

JOB TITLE:	Fiscal Clerk		
JOB GRADE:	3/4	REPORTS TO:	Finance Director
STATUS:	Non-Exempt	LOCATION:	Klamath
DEPARTMENT:	Finance	DIVISION:	Executive Office
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$17.04-\$22.23/\$18.15-\$23.68		

POSITION SUMMARY:

Under the general supervision of the Clerical Lead, this position is responsible for internal administrative clerical activities necessary for the day-to-day operations of the Fiscal Department. This position will perform general office support duties such as preparing, receiving, reviewing, and verifying documents; processing transactions; maintaining office files; prepare purchase orders and locating and compiling data from files.

DUTIES AND RESPONSIBILITIES:

1. Receipts incoming cash and/or checks and researches accounting codes when necessary.
2. Creates and issues purchase orders.
3. Check department budgets prior to check request to ensure appropriate funds are available.
4. Breaks down AP checks, makes copies of signed checks, mails with vendor information, and files AP documents electronically.
5. Breaks down PR checks, stuff envelopes, and prepares for department pickup of payroll checks.
6. Retrieves files and correspondence upon request.
7. Sets up and maintains files for vendors, correspondence, forms, reports, and other materials, and retrieves them upon request.
8. Answers telephones, conveys messages, provides information as required, or refers to appropriate staff.
9. Responsible for receiving, stamping, and distributing all incoming mail.
10. Responsible for logging outgoing mail, posting, and taking mail to post office when necessary.
11. Photocopies documents and is responsible for financial statement copying and distribution.
12. Type correspondence, forms, reports, and other material from rough draft. Also enters information into computer to prepare correspondence, reports, statements, or other documents. Proofreads records or forms.
13. Responsible contact for all fiscal office equipment, responsible for setting-up repair/replacement and coordinating with vendors for all equipment supplies.
14. Responsible for electronic filing and retrieving fiscal documents.
15. Responsible for ordering office supplies as needed.
16. Must maintain confidentiality at all times.
17. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 3: High school diploma or equivalent (GED) is required.
2. Grade 4: Highschool diploma or GED with one year specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

1. Must be familiar with Microsoft Office and proficient in Excel.
2. Must pass a typing test with at least 40 words per minute.
3. Knowledge of correct spelling and grammar.
4. Ability to perform basic mathematical calculations.
5. Preferred experience operating a ten key adding machine.
6. Ability to communicate effectively with staff and the public, using tact and discretion.
7. Preferred experience with computerized accounting software.
8. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

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

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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok

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Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

