

## JOB OPENING ANNOUNCEMENT

**Job Title:** Accounting Clerk

**Reports to:** Asst Director/Controller

**Department:** Finance

**Job Vacancy:** YAN-24-015

**Status:** Full-time, Non-exempt

**Starting Wage:** DOE

**Opening Date:** 1/15/2024

**Closing Date:** 1/26/2024

### **POSITION DESCRIPTION:**

The Accounting Clerk is responsible for providing accounting and clerical support to Accounting department personnel. Maintains accounting document files, including daily work. Process checks for mailing. Prepare payroll checks for distribution. Assists accounting personnel as requested.

### **QUALIFICATIONS:**

- Possess a High School Diploma or GED.
- One (1) year of previous related experience required.
- Must have strong math skills.
- Knowledge of related computer applications.
- Familiarity with basic bookkeeping procedures.
- Must have ability to remain focused on detailed financial data.
- Must be able to read, write and speak the English language.
- Ability to communicate effectively, both orally and in writing.
- Strong PC skills, preferably Microsoft Office.
- Able to use computer applications, adding machines and telephone.
- Valid Arizona Driver's License is preferred but not required

### **DUTIES AND RESPONSIBILITIES:**

- Assumes responsibility for performing assigned accounting and related clerical support functions.
  - Types a variety of documents, reports and records.
  - Code and compile cash receipts for deposit
  - Prepare billing for fingerprint fees
  - Prepare Fleet billing
  - Serve as back-up for payroll processing in the absence of Payroll Personnel
  - Assist in preparing Tribal Distribution checks and maintaining distribution files
  - Calculate early Payroll check releases and issue checks
  - Responsible for any code changes involving benefits/deductions
  - Prepares requisitions for office, computer and routine supply purchases.
- Assumes responsibility for effectively researching, tracking and resolving (or properly referring) accounting or documentation problems and discrepancies.

- Assumes responsibility for establishing and maintaining effective communication and coordination with personnel and with management.
- Assist Accounting Department personnel as needed.
  - Keeps management informed of area activities and of any significant problems.
  - Attends and participates in meetings as required.
- Assumes responsibility for related duties as required or assigned.
  - Ensures that work area is clean, secure and well maintained
  - Completes special projects and miscellaneous assignments as required.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

