



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Accounting Clerk

Department: Indirect Cost

Employment Status: Regular

Class: Full-Time

Location: Bartlesville

Immediate Supervisor: Chief Financial Officer

Date Prepared: 12/27/2016

GENERAL DESCRIPTION:

The Accounting Clerk assumes the responsibility for the performance of simple accounting entries, processing community service applications and filing of books and records of the accounting department.

QUALIFICATIONS:

2 years experience in the bookkeeping field is preferred but not required

Proficiency in 10-key preferred but not required

Requires a high level of personal integrity and ethics

Requires a moderate level of problem solving skills

Must have the ability to manage time well and work under stressful conditions

Requires willingness and ability to learn new skills, including travel to conferences and training sessions

Requires ability to use Microsoft Office Suite programs

Requires good interpersonal communication and teamwork skills

Must have own transportation and clean driving record-may be requires to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES;

Filing of books and records of the Accounting Department

Assist in annual financial audits as needed

Processing community service applications

Other duties as assigned by the Chief Financial Officer.