



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Accounting File Clerk
Department: Accounting
Employment Status: Regular
Class: Full-Time
Location: Bartlesville, OK

GENERAL DESCRIPTION:

The Accounting File Clerk performs a range of general clerical functions and will assume the responsibility for maintaining filing in the Accounting Department.

QUALIFICATIONS:

Must have a high school diploma or GED

The ability to work in a culturally diverse environment

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

Must be willing to cross-train and become well acquainted with all basic functions of the Accounting Department

Must be proficient in Microsoft Office programs

DUTIES AND RESPONSIBILITIES:

Digital system scanning and electronic filing; daily filing

Organize the department mail

General reception duties such as answering phone and directing persons to correct employee

Ensure the confidentiality and security of all financial documents

Operates a computer terminal and maintains knowledge of appropriate computerized accounting, word processing programs, and email necessary for data entry and retrieval

Able and willing to work overtime when needed

Assist with other projects as needed or assigned by CFO or tribal Operations Manager

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.