



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Housing Financial Clerk

Department: Housing Program

Employment Status: Regular

Class: Full-Time

Location: Bartlesville

Immediate Supervisor: CFO/Finance Director

Date Prepared: 11/29/2015

GENERAL DESCRIPTION:

The Housing Financial Clerk assumes the responsibility for the accuracy of the Housing Data System (housing activity tracking software) and the performance of reconciliations of all activity associated with the records contained in the Housing Data System software.

QUALIFICATIONS:

Must have 2 years experience in the bookkeeping field

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;

Reviews monthly entries in the Housing Data System for accuracy and completeness

Closes system monthly and provides reports and analyses to the appropriate parties

Reviews new contracts and tenant activity in the system to agree the entries with the source documents

Routinely reviews tenant files for completeness of information

Review inspection reports for timeliness and completeness

Works with housing personnel to code invoices for submittal to accounting department for payment

Reviews re-certifications for timeliness and completeness.

Assist in annual financial audits as needed

Other duties as assigned by the Chief Financial Officer.