



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Accounting Clerk

Department: Accounting/Treasury

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

GENERAL DESCRIPTION:

The Accounting Clerk performs a range of general clerical, accounting, and bookkeeping functions. As well as, assumes the responsibility for making payment on all invoices and statements assuring proper authorization has been obtained according to the Tribe's policy and procedures.

QUALIFICATIONS:

Must have 2-3 years' experience in the accounting field, preferably in accounts payable

Must have a high school diploma, additional accounting classes preferred

The ability to work in a culturally diverse environments

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 practical functions of the Accounting Department

Must be proficient in Microsoft Office programs

Familiarity with MIP Fund Accounting Software is a plus but not required

DUTIES AND RESPONSIBILITIES:

Review all invoices for appropriate documentation and approval prior to payment processing

Assure that accounts payable invoices are properly authorized, coded, documented and paid in accordance with policy and procedure

Digital system scanning and electronic filling; daily filling

Oversee the checkout/in of company cards and keys to company vehicles

Organize the department mail

Maintain check logs for various programs within the Tribe

Make any deposits and cash receipts

Monthly gas card reconciliation

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

INDIAN PREFERENCE POLICY:

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