

## **Sauk-Suiattle Indian Tribe Job Description**

**Job Title:** Accounts Receivable/Inventory/File Clerk  
**Department:** Finance  
**Reports to:** Accounting Manager  
**Status:** Full Time- Hourly  
**Prepared Date:** 11/06/2013  
**Revised Date:** 3/17/2016  
**Approval By:** Ronda Metcalf, General Manager

**Open** 2/28/17

**Close** 3/14/17

### **Summary:**

Responsible for coding and posting of cash receipts and reconciliation of accounts receivable; provides monthly reports on open receivables for the Accounting Manager; responsible for tracking and physical inventory of fixed assets. Maintains AR, Inventory, Procurement, and general Finance department files. Work is performed under limited supervision and reviewed for compliance with instructions and results achieved.

**Essential Duties and Responsibilities:** include the following.

- GL coding and posting of cash receipts
- Reconciliation of accounts receivable
- Maintains all Accounts Receivable, Inventory, Procurement and general Finance department files
- Data Processing and Entry
- Document Filing
- Responsible for maintaining auditable records
- Complete asset inventory form
- Physically tag all assets and equipment.
- Take pictures of all capital assets and equipment.
- Maintains records of other non-capital, sensitive or inventory-able purchases
- Strictly adhere to all confidentially rules and regulations
- Collaborate with colleagues
- No supervisory responsibilities
- Other duties may be assigned

### **LICENSE and REGISTRATION**

Valid Washington State Driver's License, Insurable under Sauk-Suiattle Tribal Insurance Program.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year College or technical school in Business or Accounting AND six months to 1 year related experience; or two to four years related experience; or equivalent combination of education and experience.

**Physical Demands/ Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Culturally Sensitive:**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:**

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

**NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**