

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Travel Clerk / AP Assistant  
Department: Finance  
Reports To: Accounting Manager  
Status: Hourly  
Prepared By: Anne MacKoelyn, CFO  
Prepared Date: 2/5/16  
Approved By: 3/17/2016  
Approved Date: Ronda Metcalf

### Summary:

May perform general office duties; and perform other related duties as assigned. Work is performed under limited supervision and reviewed for compliance with instructions and results achieved.

Travel – Responsible for maintaining all Employee travel related files, booking all travel arrangements, and ensuring that Employees receive travel advances prior to departing for job related travel.

Accounts Payable – Assists Accounts Payable Clerk in data entry as needed, maintains vendor files and accounts payable files.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### Travel:

- Coach employees on the proper completion of travel related forms and assist as needed.
- Book employee job related conference registrations, hotel stays, airlines, and other travel related reservations
- Ensure that travel advance forms are completed and submitted to Accounts Payable
- Maintain records of employee travel for audit purposes
- Provide employees with confirmation numbers, verifying their reservations and travel dates prior to departure
- Verify all financial related arrangements for employee travel
- Maintain travel calendar
- Prioritize assignments to complete work in a timely manner
- Assist with Tribal Member Assistance related travel on an as needed basis

**Accounts Payable:**

- Assist AP Clerk with data entry as needed
- Maintain AP files
- Distribute duplicate copies of AP vouchers after processing
- Assist with 1099 processing and Vendor maintenance as requested
- Maintain Vendor files; ensuring proper documentation exists for all active vendors in the system including W-9s
- Assist with AP research as requested

Other duties as assigned.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High School diploma or G.E.D.; and six months to one year related experience and/or training; or equivalent combination of education and experience.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions and percentages.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Accounting software; Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations**

Current driver's license; First Aid/CPR certification

**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 is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

The noise level in the work environment is usually moderate.

**Culturally Sensitive:** This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Duties:** The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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