



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Account Clerk	Supervisor:	Finance Director
Department:	Finance	Location:	Finance
Salary Range:	\$13.44-\$14.11	Pay Grade:	6
FSLA Status:	Non-exempt	Type:	Full-time
Open Date:	July 31, 2020	Close Date:	August 14, 2020

DEFINITION:

Under immediate supervision, performs receptionist, clerical, record keeping, direct payments, and accounts receivable functions for the Finance Department.

DUTIES AND RESPONSIBILITIES:

- Handle day-to-day activities of the front desk in Finance Department;
- Provide clerical support in the form of memos, copies, research, filing and other documents as requested;
- Responsible for Water & Sewer billing, collection and work orders;
- Assist with other accounting functions as assigned;
- Receives, date stamps, and logs in incoming mail;
- Sorts and distributes to appropriate department/individual;
- Provides assistance to visitors and departments;
- Answers calls and routes to appropriate individuals;
- Maintains property number assignments for fixed assets;
- Provides updated balances or status of accounts for departments;
- Tracks down missing or misdirected payments;
- assists with filing, updating reports, typing reports and making copies

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Procurement processes and procedures.

Knowledge of basic mathematical calculations.

Knowledge general office practices and procedures.

Knowledge of computer accounting hardware, software and peripherals.

Knowledge of approved vendor accounts.

Knowledge of customer service and public relations practices.

Knowledge of basic accounting methods and procedures.

Skill in accurately maintaining and updating database files and records.

Skill in accurately and timely processing purchase requisitions, invoices and contracts.

Skill in accurately and timely completing data entry and verifying balance retrievals.

Skill in accurately maintaining, tracking and receipting inventory, debits and credits.

Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.

Skill in establishing and maintaining effective working relationships

REQUIRED EDUCATION AND EXPERIENCE:

- High school graduate or GED equivalent
- Must have a valid Nevada Driver's License and able to be covered under the Tribe's insurance
- Must successfully pass a background check
- Must submit a pre-employment & alcohol test

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.