

HOULTON BAND OF MALISEET INDIANS

Job Description Accounts Clerk I

Approved by Tribal Council:

STATUS: Full Time, 40 hour/per week

SUPERVISED BY: The Fiscal Officer

PAY SCALE: \$17.79- \$20.19

ROLE: The Accounts Clerk will provide general accounting and clerical duties for the Finance Department. The person in this role will provide positive interaction with HBMI Staff and Tribal Members.

POSITION RESPONSIBILITIES:

1. Travel reconciliation.
2. Complete wage statements for employees when necessary.
3. Complete quarterly reports in conjunction with Payroll clerk.
4. Complete journal entries.
5. Assist with filing and scanning.
6. Maintain Accounts Receivable Employee Records
7. Cross Train with Accounts Clerk II and serve as backup for payroll duties in her/his absence
8. Ensure 401(k) enrollment and changes are completed with payroll and HR.
9. Responsible for processing all Accounts Payable checks in the absence of the other Accounts Clerk.
10. Maintain the strictest of confidentiality and HIPAA Guidelines
11. Other duties as assigned by immediate supervisor

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Ability to successfully complete a criminal background investigation
- 2 or more years' experience in Accounting or Finance or 2-year degree in either
- Ability to reconcile business accounts such as: Accounts Payables, Accounts Receivables
- Ability to work well with co-workers and clients in a customer service role

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries.
Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	