



## **Inter-Tribal Council of Nevada**

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[www.itcn.org](http://www.itcn.org)

### **JOB DESCRIPTION**

**POSITION:** ITCN Finance Clerk  
**DEPARTMENT:** Finance  
**SHIFT:** 29 hours a week, varies (640 hours max.)  
**STATUS:** Part-time, Temporary, Not eligible for overtime  
**SALARY:** \$11.23 – 12.00/per hour  
**RECRUITMENT PERIOD:** October 10, 2019      **CLOSES:** October 20, 2017 or until filled

**JOB SUMMARY** Under the immediate supervision, evaluation and direction of the Executive Director and Finance Director of the Inter-Tribal Council of Nevada, Inc., the finance clerk is responsible for financial transactions and administrative tasks. The finance clerk performs a wide variety of financial recordkeeping duties. These duties include bookkeeping, accounting, payroll and financial reporting.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reports to the Finance Director.
- Assists in maintaining financial records.
- Prepares invoices for payment.
- Investigates and resolves all inquiries with billing and invoicing.
- Maintains vendor financial information and files.
- Assists in posting journal entries into the accounting software.
- Assists in preparing various financial reports for management to forecasts personnel and service costs. Assists in preparing a variety of forms, correspondence, inter-department memos for management and departmental support. Opens and sorts incoming mail.
- Assists in tracking employee vacation and sick time and processing employee time into the payroll system.
- Assists in managing the payroll system and processing paychecks according to established pay cycle. Weekly payroll data entry.
- Maintain filing systems and employee records.
- Assists in preparing and maintaining the budgets and special projects.
- Performs other financial activities, as required.
- Other general administrative duties including occasional support to services across the organization.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### Knowledge:

The incumbent must have proficient knowledge in the following areas:

- Knowledge of policies and practices associated with payroll and benefits administration.
- Computerized accounting programs.
- Knowledge and ability in the use of personal computer and software applications (Microsoft Word, Excel, Access, PowerPoint, etc.)
- Accounts payable and receivable.

*Preference in filling vacancies will be given to qualified Native American candidates in accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 & 473). However, the Inter-Tribal Council of Nevada, Inc. is an equal opportunity employer and will consider all qualified applicants in accordance with the provision set forth in Section 703(j) of the Civil Rights Act of 1964, as amended in 1991.*

- Knowledge of personnel policies and procedures.
- Administration of employee benefits.
- Payroll systems.
- An understanding of relevant financial legislation policies and procedures.
- Ability to develop and administer program activities; ability to prepare program proposal; ability to prepare and administer program budgets.
- Familiarity with financial regulations, like Generally Accepted Accounting Principles (GAAP).

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills.
- Analytical and problem-solving skills.
- Ability to communicate both written and verbally.
- Strong organization, presentation, and customer service skills.
- Skill in preparing written communication.
- Ability to multi-task and adapt to changes quickly.
- Typing skills to ensure quick and accurate data entry.
- Excellent math skills.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Finance Clerk. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy.
- Be respectful.
- Be flexible.
- Demonstrate sound work ethic.
- Self-motivated with the ability to work in a fast-moving environment.

### **EDUCATION AND EXPERIENCE**

1. A minimum of an Associate's Degree with an emphasis in accounting, or an equivalent combination of education, training and experience in finance or related field.
2. Knowledge in the area of financial statement preparation, budgeting, payroll, purchasing, accounts payable and accounts receivable or the equivalent.
3. Experience working with an automated financial management system.
4. The ability to type 35 word-per-minute without error.

**HOW TO APPLY:** *Applications are available on-line at [itcn.org](http://itcn.org).*

Submit your completed application, résumé, copies of degree/diploma, etc. to the Personnel Office by the closing date listed above. Applications may also be submitted by fax to: (775) 284-3407, or emailed to [personnel@itcn.org](mailto:personnel@itcn.org).

The Inter-Tribal Council of Nevada, Inc. promotes and maintains a drug free workplace. All individuals accepting employment with ITCN may be subject to a pre-employment drug screen and criminal background check.

Applicants must be Native American, Native Alaskan, or Native Hawaiian who is economically disadvantaged, unemployed or underemployed. All TANF and Non-Custodial Parents are encouraged to apply.

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