



Accounting Clerk

Full-Time

Job Summary:

The Accounting Clerk is responsible for the day-to-day transactional activities of the organization, which may include Accounts Payable, Accounts Receivable and Payroll. Responds to and resolves questions and problems related to the assigned areas.

Education & Qualifications:

- Four-year degree in accounting or finance.
- Experience in an accounting environment with direct experience or exposure to governmental (enterprise) accounting.
- Communicate effectively, both written and verbal
- Knowledge of accounting process and extend beyond data entry.
- Strong computer skills including a preferred accounting software program(s)

Apply online at fsst-nsn.gov

(Click Human Resources Tab and Employment)

Must submit to a background check and pre-employment drug and alcohol screening.

May attach resume to Tribal Application.

Preference in filing vacancies is given to **qualified** Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference.

Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Direct questions to Tribal Human Resources Department 605-997-3891 or email HR@fsst.org.