



Flandreau Santee Sioux Tribe
Job Description

Job Title: Accounting Clerk
Department: Finance
Reports To: Comptroller
FLSA Status: Non-Exempt (\$18.76 - \$20.31 - \$21.71 - \$25.40 - \$27.73)

Approved by: _____ Date: _____

Approved by: _____ Date: _____

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION:

Employee Name: _____ Date: _____

JOB DESCRIPTION:

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- An understanding of the transactional processing within the accounting system. This includes understanding process flows as it relates to the Accounts Payable, Accounts Receivable, Payroll and Cash Management.
- Reconcile travel requests with trip reports and credit card.
- Assist with audit inquiries.
- Perform miscellaneous job duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

MINIMUM QUALIFICATIONS:

All positions require a minimum of a criminal background check to a maximum of an adjudicated P.L. 101-630 character and criminal background check.

- The ideal candidate will have a four-year degree in accounting or finance. Prefer some experience in an accounting environment with direct experience or exposure to governmental (enterprise) accounting. Ability to communicate effectively, both written and verbal. Demonstrate a knowledge of accounting processes that extend beyond data entry, including the ability to logically work through a difficult transaction and understand the impact on the financial statements. Additionally, qualified candidates must have strong computer skills including a preferred accounting software program(s), be a self-starter and work autonomously.

PHYSICAL DEMANDS

The physical demands 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 frequently required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts. The employee is occasionally exposed to indoor elements, typical office or clerical conditions; fumes or airborne dust particles. The noise level in the work environment is usually quiet to moderate.