



## HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

**JOB TITLE:** Accounting Clerk  
**DEPARTMENT:** Finance Department  
**CLASS:** Regular Full-Time/Non-Exempt  
**SALARY:** D.O.Q  
**OPENS:** January 03, 2018  
**CLOSES:** January 16, 2018

### POSITION SUMMARY:

Under direct supervision, is responsible to act as back up to process purchase orders log and distribute A/P and payroll checks. Scans all A/P documents. Scans and indexes all payroll documents. Files for Accounts Payable and Finance Director.

### ESSENTIAL FUNCTIONS:

- Regular attendance is essential;
- Acts as back up for logging requisitions and processing purchase orders.
- Scans AP information.
- Files for Finance Director.
- Scans and indexes payroll.
- Acts as backup for logging and distributing checks.
- Other duties as assigned.

### EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High School Diploma or equivalent;
- Basic knowledge of accounting procedures;
- One (1) year of related accounting experience;
- Strong communication skills required;
- Must be able to operate a computers, fax machine, a copy machine and other office machines as required;
- Maintain confidentiality.
- Must pass a background check as a condition for continued employment;
- Experience using Microsoft GP, preferred.

### HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be

accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**