



**The Klamath Tribes**  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

EXEMPT \_\_\_\_\_  
NON-EXEMPT  X

OPEN: 08/12/24  
CLOSE: 08/27/24

### POSITION DESCRIPTION

**POSITION:** TRAVEL & BENEFITS SPECIALIST

**RESPONSIBLE TO:** Fiscal Comptroller

**SALARY:** Step Range: 18-29; Full Benefits  
Salary Range: \$47,100- \$65,197  
Hourly Range: \$22.64 - \$31.34

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** The Klamath Tribes  
501 Chiloquin Blvd  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employment & Credit Report

### POSITION OBJECTIVES

This is a support position located in the Finance Department. The primary function of this position is to provide day-to-day operations and management of fiscal activities for travel/training, employee benefits, health insurance, life insurance, retirement, loans and insurance payment processing. This position also provides secretarial/clerical support to the Finance Department. The person in this position works and coordinates closely with the Human Resource Department for employee benefits and must have the ability to work under the pressure of deadlines with a high degree of accuracy.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for processing all travel/training requests for all staff, as well as elected Tribal officials, Tribal committee members and Tribal contractors this includes but is not limited to the following tasks: Receive and process all authorization request forms. Review for completeness, accuracy and accountability. Following the Federal Travel Regulations and internal travel policies and procedures, make hotel and transportation arrangements, which may include but is not limited to airfare, train, and automobile reservations. Forward travel

request document through approval process for check processing. Communicate the status of the travel request to the employee once they are approved and maintain communication throughout the process. Receive check from Accounts Payable for release to employee. Review reconciled travel forms to ensure all necessary documentation is attached, the signatures are complete and the figures are accurate in a timely manner. Finalize travel orders and coordinate with Payroll when payroll deductions are due to the Klamath Tribes. Write receipts for cash payments when reimbursements are due to the Klamath Tribes. Work with employees and departments on all travel reimbursements. Track each submission and ensure travel reimbursements are credited to the correct general ledger account.

2. Track Benefit enrollment data and periodic changes on a monthly basis and update HRS for payroll benefit charges and employee deductions related to benefit premiums and deductions. Prepares the Annual Census Report for (TPA) Benefits Administrator for Benefit reporting.
3. Coordinate and reconcile employee benefits with the payroll processing functions.
4. Interact with the Human Resource Department to ensure that employee benefit billing problems are addressed in a timely matter.
5. Complete the necessary documents to deposit employee deductions and employee contributions to the various trust accounts and insurance providers via EFT's, and/or voucher requisitions. Monitor related general ledger accounts for accuracy of benefit charges and payments.
6. Maintain records in support of the retirement loan program, which includes preparing individual loan payment detail and payoff information.
7. Complete the necessary documents to deposit the employee 401(k) loan payments withheld from payroll, including transmittal of payment information and processing of ACH deposit. On a monthly basis submit 401K employer contributions and Uniform Benefit 401K elections to the Retirement Administrator via ACH. Monitor related general ledger accounts for accuracy of benefit charges and payments.
8. Maintain the Klamath Tribes Finance Department credit card to reserve and/or pay for hotel and transportation expenses. Request, complete and verify all necessary credit card authorization forms. Reconcile the credit card statement each month, ensuring all documentation is verified and included with submission for payment. Reconciles and resolves discrepancies.
9. Provide backup to Account II Payroll in processing bi-weekly payroll.

10. Provide backup to the Purchasing Agent in processing purchase orders and voucher requisitions, which includes assisting with the mailing of purchase orders to vendor addresses.
11. Assist the Chief Financial Officer and Fiscal Comptroller with monthly financial reporting and special projects as required.
12. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

The Fiscal Comptroller is the immediate supervisor of the Accountant III and will assign, monitor, and evaluate the quality of all work done by the Accountant III.

Assignments are performed according to various established office procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred to supervisor. After initial training, work is performed independently. Work is checked for accuracy, adequacy, and timeliness.

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

Knowledge of accounting methods and statistical procedures.

Ability to work as part of the Finance Department accounting team.

Above average ability to work with numbers. Above average ability to work accurately with detail, and to be precise while working within set standards.

Ability to perform the same tasks continuously, sometimes working under pressure of meeting deadlines.

Skill in using various office machines such as 10-key calculator, typewriter, and computer.

Intermediate knowledge of computers, particularly spreadsheet software programs, such as Excel and Microsoft Word.

Knowledge of and ability to use computer operated accounting system (MIP).

Knowledge of employee benefit plans and distribution of expenses associated with such plans.

Ability to learn procedures used by the Tribe and Finance Department to prepare and process financial documents and maintain records efficiently.

Ability to effectively work with outside vendors for travel arrangements.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have an equivalent combination of job-related experience and/or training equal to three (3) years. Accounting experience and/or training highly desirable.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

### **Preferred Qualifications:**

- Associates Degree in Accounting or related field, preferred.

### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes  
 ATTN: Human Resource  
 P.O. Box 436  
 Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>