



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

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

OPEN: 01/13/25
CLOSE: 01/28/25

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: ADMINISTRATIVE/ACCOUNTING ASSISTANT

RESPONSIBLE TO: Chief Finance Officer

SALARY: Step Range: 13-23; Full Benefits
Salary Range: \$40,628 - \$54,601
Hourly Range: \$19.53 - \$26.25

CLASSIFICATION: Non-Management, Regular, Full-Time

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

BACKGROUND: Comprehensive

POSITION OBJECTIVES

This is a support position located in the Finance Department. The primary function of this position is to perform a variety of record keeping and administrative tasks and to become familiar with departmental procedures and Tribal policies. This position will perform some accounting duties and compiling of data based on accounting practices and departmental policies and operations. This position will provide clerical support for the CFO and the Finance Department activities. The employee in this position must have the ability to work under the pressure of deadlines.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provide clerical support to the Chief Finance Officer.

2. Maintain Grant files electronically & paper copy as necessary.
3. Maintain Investment files & documents.
4. Assist with Budget Meetings preparation and electronic filing of approved budgets.
5. Gather and collate records as requested to compile information for presentations.
6. Process, photocopy/scan and file documents and records as required for recordkeeping; purge files and records according to established practices.
7. Prepare Finance Department files for year-end transfer to Records department using department approved procedure and in compliance with the Records Policy.
8. Assist in yearly audit preparation including document retrieval and preparing for upload.
9. Provide assistance with contract/grant/budget packet assembling. Copy/scan documents for retention and disbursement to departments after completion.
10. Assist with contract/grant data entry into software specific database.
11. Assist Chief Accountant with inventory & entry of assets into Finance software. Requires the retrieval and copying of invoices and supporting documentation.
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 Chief Finance Officer is the immediate supervisor of the Administrative/Accounting Assistant and will assign, monitor, and evaluate the quality of all work done by the Administrative/Accounting Assistant.

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 and Administration 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 computerized Accounting systems. .

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

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to have a minimum one (1) year experience in clerical/secretarial field; **OR** relevant combination of experience and training equal to one (1) year may be substituted.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to be able to operate a 10-key adding machine.

- **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:

- Accounting certification or degree.

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.

EMPLOYEE ACKNOWLEDGEMENT:	
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.	
Employee (printed name)	Employee (signature)