



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

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

OPEN: 04/07/26  
CLOSE: 04/21/26

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

### POSITION DESCRIPTION

**POSITION:** Administrative Accounting Assistant

**RESPONSIBLE TO:** Fiscal Comptroller

**SALARY:** Step Range: 14-24; Full Benefits  
Salary Range: \$42,916- \$57,676  
Hourly Range: \$20.63- \$27.73

**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 within the Finance Department. The primary function of this role is to provide administrative, record-keeping, and accounting support for Accounts Payable and inventory management activities. The position assists in processing payments, maintaining accurate financial and inventory records, supporting audits, and providing backup support to the Accounts Payable Specialist, ensuring smooth and efficient operations of the Finance Department.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Receives and distributes daily accounts payable checks for review, mailing, and filing.

2. Processes Accounts Payable vouchers through the Microix workflow system.
3. Assists departments with obtaining payment information and documentation related to Accounts Payable records.
4. Communicates and collaborates with departments to obtain supporting documentation for payments and financial records.
5. Provides backup support to the Accounts Payable Specialist as needed.
6. Gathers, compiles, and collates records and documentation as requested to support accounting functions and reporting needs.
7. Processes, photocopies, scans, and files documents and records, including purging files in accordance with established record retention practices.
8. Assists with physical inventories, asset tracking, and maintenance of property records within the property management system.
9. Supports the maintenance and accuracy of the Tribes' property management system, including assisting with documentation for acquisition, transfer, and disposal of property assets.
10. Assists with depreciation calculations, journal entries, and financial documentation preparation related to property records and accounting functions.
11. Compiles and organizes documentation in support of internal and external audit processes and assists in annual audit preparation.
12. Assists Management and supervisory staff with monthly reporting and special projects as assigned.
13. 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 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**

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.

### **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 accounting; **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 have basic understanding of accounts payable processes, payment documentation, and voucher processing.
- **REQUIRED** to be able to perform physical activities including standing, walking, bending, and lifting or carrying items weighing up to 35 pounds as part of routine job duties.

- **REQUIRED** to process and manage documents including photocopying, scanning, filing, and retrieving records in an organized manner.
- **REQUIRED** to manage time effectively by prioritizing tasks, meeting deadlines, and handling multiple assignments.
- **REQUIRED** to maintain confidentiality and exercise discretion when handling financial and organizational records.
- **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.
- Advanced Microsoft Excel skills.
- Experience entering and maintaining data in financial or property management systems such as MIP and Microix or similar workflow/accounting systems.

**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>