



HOH INDIAN TRIBE

HUMAN RESOURCES

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Position Description

Job Title	Tribal Bookkeeper
Department	Administration - Finance
Reports To	Executive Director
Status	Permanent / Full Time
Salary Range	D.O.E. /Q
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary

This is overall bookkeeping and basic accounting of the financial transactions of all tribal operations. It involves the overall organization, management, coordination, and execution of the day-to-day financial activities of the tribe. Also assist with receptionist duties and other duties as assigned by Executive Director. This financial administrative work bears a high degree of responsibility for attention to detail, accuracy and timeliness with a minimum of direct supervision. The Bookkeeper is responsible for maintaining accurate and up-to-date financial records for all tribal programs and operations. The Bookkeeper provides financial advice and assistance to, and is directly responsible to, the Executive Director.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Maintains records on all bank accounts, accounts receivable, billings for expenditures, purchase orders, and vouchers for payment.
- Calculates the tribal payroll and prepares payroll checks for signatures (other payroll deductions), and prepares and submits income tax deposits.
- Develops and maintains the general ledger, expenditure budgets, encumbrance ledger, accounts payable and accounts receivable journals, and revenue ledger
- Grant activity support and reporting
- Balance monthly bank statements.
- Prepares monthly invoices, quarterly financial status reports, statements of revenue and expenditures, and other financial reports as necessary.
- Performs related financial accounting and bookkeeping tasks as assigned.
- Provides financial advice and assistance to the Executive Director and the Hoh Tribal Business Committee, as requested.

Skills and Specifications

- Knowledge and experience in methods, practices, terminology, forms, and journals used in standard bookkeeping and accounting.
- Experience skill in organizing, analyzing, evaluating, and recording financial data in the day-to- day keeping of books for the tribe.
- Experience and knowledge of the double-entry bookkeeping system and procedures, the one-write system, and general fund accounting.
- Must adhere to the personnel policies and drug and alcohol polices.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

Education and Qualifications

- AA Degree in Business preferred
- Must obtain or have a Valid Washington State Driver's License
- High school diploma or GED required
- Ability to communicate well with tribal staff, administration, Hoh Tribal Business Committee, and financial professionals.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.