



HOH INDIAN TRIBE

HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331
(360) 374-7771 • hr@hohtribe-nsn.org

Job Title	Accounting Internship
Department	Administration
Reports to	Accounting Manager
Status	Full Time
Salary Range	DOE/Q
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary:

Accounting Internship will gain a general understanding of accounting duties and will job shadow members from the accounting department. This individual will support the efforts of the accounting team by learning data entry functions as needed, clean up old accounting files as needed, as well as all other aspects of the accounting department. Based on performance and business conditions you could potentially achieve your dream job in our accounting department.

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

- Organize a financial filing system that is easily accessible.
- Speak to clients and vendors about payments, refunds and statements.
- Journal entries, bank reconciliations
- Exposure to financial statement preparations
- You will utilize your accounting educational background to work as part of a team on various stages of an engagement or project
- Ensure accuracy of financial statements, making sure that the final figures on statements are correct.
- Assist in the preparation of audit schedules for year-end audit

Promote and maintain good internal/external customer serv Approved: May 31, 2023

Job Description: Accounting Internship

- ice standards
- Maintain a records management system, hard copy and electronic.
- Ensure compliance with the Hoh Tribe's budget process.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice

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Supervisory Responsibilities:

- None

Skills and Specifications:

- Strong technical and organizational skills
- Advanced computer skills on MS Office, accounting software and databases (preferably MIP, Microix)
- High attention to detail and accuracy
- May occasionally work odd or extended hours as needed
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources
- Must adhere to the personnel policies and drug and alcohol policies
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- Punctual attendance
- Must be able to work well with others as a team and just as well individually

Education and Qualifications:

- Bachelor's degree or working towards the achievement of a bachelor's degree in accounting, finance, or related field.
- Passion for doing impactful work, accountability for actions, initiative to make visions a reality, integrity that places honesty and trust above all else, professionalism, and conscientiousness.
- Basic understanding of accounting and financial principles
- Willingness to learn and be part of a team environment
- Ability to learn new technology and software as related to the job
- Able to communicate with others effectively, verbally and in writing
- Problem solving
- Multi-tasking
- Requires the ability to communicate clearly and effectively in writing and orally
- Must pass a criminal background check
- Valid Washington State Driver's License
- Performs other duties as assigned

Work Environment:

- Requires some travel as needed using GSA vehicles
- Some of these duties may expose employee to outside weather conditions as needed

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, 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 must submit complete applications to be considered for employment. All applicants are subject to employment

drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.

TO APPLY: Download the Hoh Tribe Employment Application at www.hohtribe-nsn.org.

Submit a complete application along with a cover letter and resume containing three professional work references.

If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.

Complete applications may be submitted electronically to hr@hohtribe-nsn.org via fax to 360-374-5426.

Or Application materials may also be mailed to the following address:

Hoh Indian Tribe
ATT: Human Resources
P.O. Box 2196
Forks, WA 98331.

For more information, please contact the Human Resources (360) 374-7771.