

SILETZ TRIBAL BUSINESS CORPORATION

POSITION TITLE: Accounting Clerk/Receptionist
SALARY: \$14.00- 15.50/hr, DOE
LOCATION: Lincoln City, OR
SUPERVISOR: STBC Controller
CLASSIFICATION: Full Time – Non-Exempt, At Will

Job Summary: The Accounting Clerk/Receptionist is responsible for assisting the Siletz Tribal Business Corporation (STBC) Accounting and other STBC staff with the day to day administrative functions of the office.

Requirements: High school diploma or GED, with two years of general office experience, -OR- a combination of specialized education and experience. This position requires excellent interpersonal communication skills, written and verbal. Experience using Microsoft Office and various office equipment (including a copier, fax, multi-line phone) is essential. Experience using accounting software would be helpful. Must have the ability to work in an ever changing environment. Valid Oregon State Driver's License is preferred. Employment contingent on results of a background investigation and drug test.

Duties:

- Manages mail inflow and outflow. Receives and stamps all received pieces, collects mail from the casino, makes drops at the post office if necessary, ensures postage meter is full and operational.
- Prepares correspondence for Elders program and other entities.
- Greet and direct visitors, answers the phone, and take messages for the organization.
- Orders office supplies and distributes supplies.
- Receives invoices, codes, and prepares check requests. Compiles completed checks and coordinates check signers and disbursement.
- Receives payment for leases, rents, goods or services, and Siletz Tribe Revolving Credit Program. Payments are logged and prepared for deposit. Maintains vendor files ensuring accuracy and timeliness of payments.
- Extensive filing for contracts, leases, accounting records, and various communications.
- Serves as back-up for transcribing meeting minutes.
- Must effectively meet deadlines.
- Must maintain confidentiality of information.
- Other duties as assigned.

Supervisory Controls: This position reports to the STBC Controller. Other STBC staff may assign projects and priorities to this position. Work will be reviewed on an ongoing basis by the

Controller, or designee, on an ongoing basis for accuracy and compliance with rules, regulations, policies, and procedures.

Guidelines: The employee follows verbal and written guidelines of the STBC staff, under the approval of the STBC CEO. Guidance is also derived from procurement regulations, catalogs, and customary business practices. Guidelines include Tribal travel regulations, operations and personal manuals, automobile and building policies. Work is also performed within the Siletz Tribal Business Corporation Operations and Personnel manuals.

Complexity: Employee is expected to be resourceful and innovative in performing necessary activities staying within the budget.

Scope and Effect: This position is to provide administrative/clerical and accounting support to ensure timely completion of departmental functions.

Personal Contacts: Personal contacts are with STBC employees, administration management, tribal members, STBC enterprise employees, vendors, and the public.

Physical Demands: The work is primarily sedentary office work. Mostly computer work and filing is required to complete regular work duties. Some bending, pulling, pushing, stooping, and carrying are required. Stressful situations may occur in the performance of daily tasks and meeting deadlines.

Work Environment: Work is performed in an office setting with common environmental controls. The office is accessible to co-workers, the public and auditors.

This individual must perform the essential duties and responsibilities with or without reasonable accommodation in an efficient and accurate manner, without causing a significant safety threat to self and others.

The above statements are intended to describe the general nature and level of work being performed by the employees. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required.

At-Will Employment

This position is non-exempt and at-will, meaning that STBC and the employee may terminate the relationship at any time, for any reason and without notice. STBC's personnel rules apply to this position. Accordingly, the Siletz tribal government's Personnel Manual, STC § 2.800 et. seq., does not apply to this position. As a tribal corporation, STBC reserves the right to hire for this position according to STBC's Indian Preference Policy.

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the STBC Board and Confederated Tribes of Siletz Indians Tribal Council.