

ACCOUNTING CLERK
JOB DESCRIPTION
Department of Finance
Pokagon Band of Potawatomi Indians

Job Summary

The role of the Accounting Clerk is to assist with the processing of payroll, accounts payable and general ledger maintenance. The daily responsibilities of each Accounting Clerk are set by the Accounting Manager, with each Clerk being equally able to process payroll or accounts payable, and to assist with other accounting tasks as assigned.

Principal Duties

Assist in the accounting and bookkeeping functions for the Band.

Assist in the preparation of monthly reconciliations.

Prepare and process accounts payable.

Prepare and process payroll and related benefits.

Complete basic office tasks such as answering phones, copying, filing, etc.

Perform basic general ledger maintenance and data entry functions.

Perform other related duties and responsibilities as assigned.

Minimum Requirements

High school diploma or GED

Computerized accounting, spreadsheet, and word processing skills

High attention to detail.

Highly motivated and able to work under deadlines.

Must have valid driver's license and be able to meet the minimum insurance requirements regarding driving record to utilize GSA vehicles.

Must submit to and pass alcohol/drug screening and criminal background check.

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Preferred Requirements

At least one (1) year of related experience in general ledger maintenance, accounts payable, and/or payroll preferred.

Indian Preference

Pokagon Band Indian preference policies apply.

Reports to

The Accounting Clerk reports directly to the Accounting Manager.

Starting Wage Rate PB-3 (Non-Exempt)

Commensurate with education and experience.