

YUROK INDIAN HOUSING AUTHORITY



15540 Hwy 101 N., Klamath, CA 95548-9351 • (707) 482-1506; (800) 281-4749; (707) 482-3117 fax

JOB DESCRIPTION

JOB TITLE: FISCAL CLERK
REPORTS TO: FISCAL DIRECTOR
WORK SITE: KLAMATH, CA
STATUS: FULL-TIME, NON-EXEMPT
SALARY RANGE: 4/5, \$11.17 - \$16.57
BENEFITS: HEALTH & DENTAL
DEPARTMENT: FISCAL

An integral fiscal support position, the suitable candidate will perform general clerical duties to support the overall operations of the Fiscal Department.

Skill level requirements demand an applicant with good to excellent written and verbal communication abilities, and clerical skills, including computer knowledge. Qualifications require skills and/or experience to multi-task in an efficient and timely manner with the ability to work independently.

Must have good attention to detail and pride in your work. Must enjoy a challenge; possess an excellent sense of humor and well-developed stress management techniques. Must have experience/demonstrated ability to function in a team-oriented environment.

DUTIES and RESPONSIBILITIES:

- File, Manual and with Doc-Star.
- Answer telephone and give general information to callers and route calls appropriately.
- Type correspondence, forms, reports and other materials from rough drafts received from Fiscal staff in accordance with office operating procedures.
- Copy and file correspondence and other records.
- Attend job-related training as required.
- Assist with matching of invoices to Purchase Orders with regard to Accounts Payable.
- Other duties as assigned to effectively assist our clients.

QUALIFICATIONS:

Education and Experience: High school diploma or GED with either one year college in business area or two years of office training, or equivalent combination of education and experience related to housing or comparable office work.

Language Skills: Ability to read and understand procedure manuals. Ability to present information and respond to general questions from the public.

Computer and Equipment Skills: Intermediate to Advanced skills and abilities in Microsoft Word. Must have experience with and knowledge of multi-line phones, copy machines, fax machines, mail machines and other common office equipment.

Reasoning Ability: Ability to apply common sense and understanding to interpret and carry out a variety of instructions furnished in written and/or oral form.

Work Ethics: Must arrive to work on time, utilize facilities and equipment for business only, complete work in a timely manner, promptly respond to and treat all customers with respect and maintain strict confidentiality.

Experience with and/or knowledge of Indian Communities, Customs and Tribal Government structure preferred. Ability or experience in working with diverse groups of individuals, especially those at low and very low income levels preferred. Ability to lift 25#.

IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS, INDIAN PREFERENCE WILL BE APPLIED. THE YUOK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE WORKPLACE. DRUG SCREENING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING EMPLOYMENT.