



Daybreak Star Indian Cultural Center
 Post Office Box 99100, Seattle, WA 98139
 Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Accounting Clerk		
PROGRAM:	Finance	FLSA STATUS:	
LOCATION:	Daybreak Star Cultural Center	WORK SCHEDULE:	Part Time (20 hrs per week)
REPORTS TO:	Finance Director	PAY RANGE:	\$13 per hour DOE

The United Indians of All Tribes Foundation (UIATF) is a non-profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

JOB SUMMARY:

Responsible for performing a wide range of general accounting activities which include but are not limited to: accounts payable processing using a purchase order system of tracking expenses by department including month end balancing and close procedures, posting general journal entries, employee expense reports, bank reconciliations, deposits, donation collections, and maintaining vacation and sick accruals. Monitor and process employee timesheets using Attendance on Demand software. Assist with year-end audit. Have knowledge of commonly used accounting concepts, practices and procedures and automated accounting software using QuickBooks. Ability to enter data and maintain systems accurately and respond to internal and external inquiries on a professional level.

ESSENTIAL FUNCTIONS:

- Maintain and process A/P in QuickBooks
- Monitor and process timesheets on Attendance on Demand with accuracy
- Maintain accounting archives and employee permanent files
- Process Month End Journal Entries
- Collect and deliver UIATF mail – daily
- Process Deposits - weekly
- Prepare A/P aging reports - monthly
- Maintain all active Vendor Contracts and W9s
- Produce 1099s at year's end
- Assist with annual audit
- Cross train and backup for other accounting staff.
- Other Duties as assigned by the Chief Financial Officer

QUALIFICATIONS:

The minimum education requirements and qualifications for this position are Associates Degree in Accounting or 4+ years in the accounting field.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER WORK CHARACTERISTICS:

- 10-KEY
- Excel Proficient
- QuickBooks experience

- Attendance On Demand
- Cultural Sensitivity
- Employee is subject to pass random drug/alcohol testing, and
- Criminal background checks (no misdemeanor or felony convictions)
- Applicant is required to have a valid driver's license and current auto insurance.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

<p>JOB POSTING DATE: Internal 02/10/14 External: 2/13/14 CLOSING DATE: 02/18/14</p>
<p>APPLICATION PROCEDURE: What needs to be SUBMITTED: 1. UNITED INDIANS APPLICATION FOR EMPLOYMENT 2. COVER LETTER 3. RESUME TO: jobs@unitedindians.org OR</p> <p>Attention: Chrissy Harris, Administrative Coordinator United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p> <p>The United Indians Application for Employment can be obtained at Daybreak Star Indian Cultural Center (see Chrissy Harris) OR at http://unitedindians.org/involved_jobs.html.</p>
<p>Compensation: \$13.00 per hour DOE</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>