



Job Title: Accounting Clerk – Assistant
Reports to: Accounting Manager
Position Status: Hourly- \$15.00 to \$22.00 per hour
Shift Hours: Mon – Fri 8 AM to 4:30 PM

An Accounting Clerk Assistant plays a crucial role in supporting the accounting department.

Job Summary: The Accounting Clerk Assistant will provide support to the accounting department by performing various clerical tasks, ensuring the accuracy and efficiency of operations. This role involves assisting with the maintenance of financial records, handling invoices, and ensuring compliance with relevant regulations.

Key Responsibilities:

- ❖ **Support Accounting Staff:**
 - Provide administrative support to the accounting team.
 - Assist with the preparation of financial reports and statements.
- ❖ **Data Entry:**
 - Enter financial data into accounting software and databases.
 - Ensure accuracy of information entered.
- ❖ **Invoice Processing:**
 - Assist in processing accounts payable and receivable invoices.
 - Verify and reconcile invoices against purchase orders and receipts.
- ❖ **Record Maintenance:**
 - Maintain organized and up-to-date financial records and files.
 - Assist with maintaining the general ledger and other accounting records.
- ❖ **Reconciliations:**
 - Help with monthly bank reconciliations.
 - Assist in reconciling discrepancies found in records and statements.
- ❖ **Communication:**
 - Communicate with internal departments to resolve accounting discrepancies.
 - Assist with audits and provide necessary documentation.
- ❖ Perform other related duties as assigned.

Qualifications:

- ❖ **Accounting experience preferred.**
- ❖ **Proficiency in MS Office Suites (especially Excel), databases, and accounting software.**
- ❖ **Experience with spreadsheets and financial reports.**
- ❖ **Accuracy and attention to detail.**
- ❖ **Data entry and word processing skills.**
- ❖ **Well organized.**
- ❖ **Basic understanding of accounting principles and practices.**
- ❖ **An associate degree or relevant certification a plus.**

The Tribe reserves the right to change or modify this job description at any time.

The Iowa Tribe of Kansas and Nebraska is committed to the principle of tribal preference in employment as authorized under applicable tribal, federal, and state laws. Preference in hiring and promotion will be given to qualified enrolled members of The Iowa Tribe of Kansas and Nebraska, followed by members of other federally recognized tribes.