

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
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1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

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| Title: | Fiscal Clerk (Accounts Payable) |
| Reports to: | Controller |
| Location: | Happy Camp, CA |
| Assigned Work Location: | Karuk Tribe Housing Authority (KTHA) Administrative Office |
| Salary: | \$20.00 to \$26.00 per hour, depending on experience |
| Classification: | Full Time, Regular, Non-Exempt |

Summary: The Fiscal Clerk (Accounts Payable) performs finance duties under the supervision of the Controller involving the knowledge and application of governmental accounting principles; preparation of statistical reports (ex; utility consumption, etc.). Assists in maintaining day to day Fiscal and Accounting records and does related work as required.

Application Deadline: July 7, 2026

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Enters and verifies accounts payable which includes attaching proper documentation, checking for signatures, coding, applying any credit memos, ensuring no duplicate payments, etc.
2. Prepares all accounts payable for signatory and prepare payments for distribution.
3. Requests W-9's from eligible vendors for vendor files.
4. Creates and maintains fiscal forms for use by all departments as necessary and ensures consistency between departments.
5. Maintains all records by filing in a timely and organized manner for ease of access and to ensure audit readiness.
6. Responsible for the internal audit function to randomly check accounts payable, accounts receivable and payroll for correct amounts and account coding.
7. Answers telephones, routes calls, records telephone messages, and types documents as requested.
8. Compiles a variety of statistical reports, correspondence, documents, forms, spreadsheets, and other items as needed.
9. Cross-trains in other areas of finance department including but not limited to payroll, purchase orders, and tenant billing, and provides coverage of department duties during employee absences, travel, and planned vacation.
10. Adheres to Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.
12. Attends all required meetings, trainings and functions.

13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrates the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows, Microsoft Office Suite, and Adobe applications.
6. Demonstrates strong organizational skills, is able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must have successfully completed at least 12 units of college level accounting or have two years' experience in an accounting related field.
3. Must have demonstrated competence in word processing, spreadsheets, office equipment and general computer usage.
4. Must possess valid driver's license, good driving record, and be insurable by Housing's insurance carrier.
5. Must successfully pass a pre-employment background check including Crimcheck and FBI fingerprints.
6. Must successfully pass a pre-employment drug screening test.
7. Must be a self-starter, well organized, and willing to learn new skills.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: June 9, 2026

Employee's Signature: _____