



Finance Assistant

COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title: Finance Assistant

Schedule: Monday through Friday

Location: Tukwila, WA

Opening Date: March 2018

Classification: Full time

Hours: Monday through Friday 8:00AM - 5:00PM

Salary Range: \$17.00 - \$18.70 per hour

Closing Date: Open until filled

RESPONSIBILITIES and DUTIES: The Finance Assistant is responsible for handling administrative and logistical details of the clinic's finance activities as directed by the Clinic Director/Deputy Director. The Finance Assistant helps to ensure HHS Tukwila operates smoothly and handles communication between different parts of the tribal government, including the accounting department, and other external parties. They will maintain records, prepare financial reports and paperwork, and ensure all work is completed in a timely manner in accordance with tribal, state, and federal regulations. They will also make sure the tribe is being billed the proper amounts by receiving, opening, and logging invoices as well as getting approval and submitting voucher packets to the accounting office. The Finance Assistant will be responsible for the following duties:

1. Ensures that all Expense, Mileage, Travel, Timesheet and other finance related work is completed in an accurate, professional, and timely manner
2. Works with coworkers to compile, correct, and submit all finance related paperwork to the accounting office
3. Works with members of the accounting office to compile, analyze, and report financial data
4. Helps to prepare weekly, monthly, and yearly financial reports and budgets with clinic and program management
5. Assist the accounting office during audits in identifying and resolving discrepancies
6. Act as a point of contact between other Tribal departments serving as a liaison between HHS Tukwila and external vendors, suppliers, grantors, and other parties

7. Develop and maintain Excel Spreadsheets and Access Databases to ensure proper tracking and reporting of pertinent information
8. Handle documentation and communications around payments in an organized and timely manner
9. Internal credit card reconciliation, and when required outreach to vendors to secure necessary backup documentation such as invoices and itemized receipts
10. Ensure scanning and imaging of invoices and supporting documents is timely and accurately performed with Tribal scanning equipment
11. Assist in streamlining all process and procedures related to expense, mileage, travel, grant reporting where applicable
12. Ensure that correspondence, meetings, and travel arrangements requested by program staff in Tukwila are planned and prepared in a professional and timely manner and coordinated with the Cowlitz Indian Tribe Accounting Office travel personnel
13. Maintain historical records by scanning and filing documents in confidential manner with destruction schedules in accordance to accounting office guidelines
14. Protect organization's values by keeping information confidential and working with front line staff to support efficiency in their direct care work with patients
15. Updates job knowledge by participating in education opportunities
16. Ensures the financial deadline schedules are managed to identify and accommodate timely submission of all necessary financial paperwork
17. Finalize, correct, scan and submit all necessary financial documentation to the accounting office making accurate spelling, grammatical, and formatting corrections within the required timeframe on a variety of documents such as expense forms, mileage forms, timesheets, travel documentation, and any other necessary documentation
18. Composes emails, reference guides, procedure, calendars and other business documents in a timely and professional manner
19. Processes all purchase orders – works with on-site and off-site staff to collect purchasing information including receipts, formats into purchase orders, secures approving signatures as needed, scans and sends to the Accounting Department, and follows up as necessary to ensure that purchases are processed in a timely and correct way
20. Manages travel arrangements with staff and with the Accounting Department
21. Attends meetings at other HHS sites and off-site at partner agencies as directed
22. Works with staff between programs to support communication and collaboration, understands confidentiality requirements of each program and supports systems to preserve confidentiality
23. Enters and updates various project data into databases, ensuring accurate and timely entries; also runs requested reports
24. Other duties as assigned, including participation on various internal teams

QUALIFICATIONS

This position requires the following qualifications to perform the above duties and carry out the above responsibilities:

1. Associate or bachelor's degree in accounting, business management, operations, business skills and/or administrative services, or equivalent specialized experience for a minimum of three years
2. Strong understanding of accounting principles and financial reporting
3. Has strong working knowledge of Indian culture, Indian Country, tribal social service systems, and tribal government structure or commitment to learn
4. Has demonstrated strong organizational skills and ability to manage multiple tasks and conflicting deadlines
5. High level of accountability, accuracy, and efficiency, especially when multitasking
6. Is detail-oriented with an eye to quality assurance and compliance within an environment of competing priorities
7. Proactive, e.g., providing accounting office with the documents needed for travel and collecting and storing documents after submission, organizing them, and noting any follow-up needed, any billing information, future appointments, etc.
8. Respects confidentiality, has good judgment, and can work with many other personality types, e.g., is candid and willing to voice his/her opinion when appropriate
9. Is committed to supporting the Cowlitz Indian Tribe Health and Human Services' mission
10. Has demonstrated the ability to communicate both orally and in writing in an effective and timely manner
11. Can work in a Behavioral Health team environment, both in leadership and peer relationships
12. Must capably operate a variety of office equipment, such as a computer, scanner, projector, teleconference phone, photocopier, printer, postage meter, etc.
13. Must have advanced abilities in Microsoft Excel
14. Proficient in Word, Outlook and is comfortable using a computer for various tasks beyond general accounting
15. Understanding of payments, accounting, and budgeting
16. Has ability to move 25-30 lb. items
17. Has ability to travel approximately 10%-20% of the work year
18. Must submit to and pass a criminal background check and drug testing

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Nancy Osborne, HR Director
Cowlitz Indian Tribe
1055 9th Ave.
Longview, WA 98632

And/or

Elizabeth Rideau
Cowlitz Tribal Health Seattle
15455 65th Ave South
Tukwila, WA 98188