



Gila River Telecommunications, Inc.

JOB TITLE: Accounting Clerk

REPORTS TO: Controller

DEPARTMENT: Accounting

STATUS: Non Exempt

JOB SUMMARY:

The Accounting Clerk performs basic accounting functions and supports the Controller and other accounting team members on a variety of projects and daily activities.

The Accounting Clerk reports directly to the Controller.

JOB DUTIES:

- Support Accounts Payable Specialist
 - Sort purchase orders by vendor/company and match invoices
 - Scanning of AP invoices, name accordingly and attach to AP invoice entries in MACC
 - Assist with maintenance of vendor files, tax, business license and insurance
 - Assist in reconciliation of fleet lease and fuel invoices monthly
- Format monthly credit card reports and email to card holders
- Collect monthly credit card expense reports, ensure proper approval of coding and enter data into MACC
- Scan and save prior accounting records digitally with proper metadata
- Support Warehouse personnel as needed
- Support the accounting team with ad-hoc projects
- Support vendors, customers and other associates on an as-needed basis
- Follow internal controls

- Support the accounting team and all companies in any internal or external audit requests
- Ensure GRTI Employee Handbook is understood and followed in a consistent and respectful manner
- Ensure GRTI CPNI Manual is understood and followed consistently
- Other duties as assigned

Note: This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his supervisor.

SKILLS AND COMPETENCIES:

- Basic office and administrative skills
- Ability to generate sound analysis using information at hand
- Ability to organize and prioritize multiple work assignments, giving special attention to details and deadlines
- Ability to research and resolve issues
- Basic computer skills including MS Excel, MS Word, and computer based accounting systems
- Possess good listening, verbal and written communications skills
- Effectively function as a team player utilizing professional communication with co-workers and various business contacts
- Ability to work with frequent interruptions
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Exercise good judgment and decision making giving special attention to GAAP and Part 32
- Understand the implications of new information for both current and future problem-solving and decision-making
- Maintain strict confidentiality guidelines in accordance with company policy
- Able and willing to continue business skill development
- Work and contribute successfully within a culturally diverse work environment
- Consistently demonstrate high degree of integrity, honesty and accuracy

EDUCATION AND EXPERIENCE:

- College coursework in accounting or related field preferred

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Knowledge of GAAP accounting practices, processes and principles and the ability to apply them
- Working knowledge of business, finance and accounting fundamentals
- Strong analytical and problem solving skills
- Strong Excel capabilities; knowledge of computerized general ledger systems

Note: Any equivalent combination of education, training and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements.

ESSENTIAL JOB FUNCTIONS

The physical demands 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.

- Must be able to use hands, to sit, lift up to 25 lbs., stoop, bend, reach with hands/arms
- Must be able to sit for extended periods of time
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job
- Must communicate clearly

ADDITIONAL REQUIREMENTS:

- Positions require insurability under GRTI insurer requirements
- Will be required to pass a pre-employment drug test and background check

As a matter of company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrolled Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.

All interested Applicants should email humanresources@gilarivertel.com or call 520-796-8841.