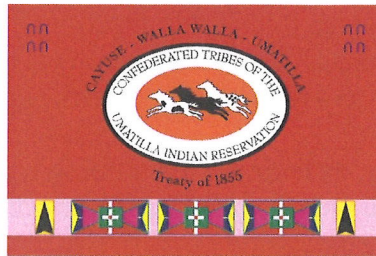


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**READVERTISED**

**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Finance Clerk

**SALARY:** Pay Range: 5  
\$33,500 to \$42,600 annual  
DOE/DOQ

**DEPARTMENT:** Department of Administration, Office of Finance

**LOCATION:** Position located at Nixyaawii Governance Center, Mission, Oregon  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Non-Exempt/Background check required

**SUPERVISED BY:** Accounting Coordinator

**OPENING DATE:** April 11, 2024

**CLOSING DATE:** May 5, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

This position will provide clerical support for the accounting office. The individual will be assisting finance staff with filing, data entry, and reception. The individual will also provide backup for the mail; daily delivery and pick-up of out-going mail including FedEx, UPS and USPS. Individual should be familiar with clerical practices, office procedures, and automated equipment as they relate to an accounting office. Job duties are performed with reasonable speed and a high degree of accuracy.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Screen and distribute incoming telephone calls in a professional, courteous manner.
2. Help accounts payable staff with labeling, alphabetizing and filing of paper work to A/P vendor files.
3. Research statements from vendors, check vendor files for prior payments, and take appropriate action.
4. Back-up responsibilities for Accounts Receivable functions. Responsibilities would include: posting payments and preparing bank deposits, generating invoices, processing monthly statement runs. Provide quality customer service and respond to inquiries regarding customer's accounts, both in person and over the phone.
5. Learn other phases of accounting, including cross training with other Office of Finance staff.
6. Other duties as assigned that relate to providing support for the Office of Finance.

## SUPERVISORY AUTHORITY:

None at this time.

## SIGNATORY AUTHORITY:

In the absence of the Property Officer, the Finance Clerk will have authority to sign for packages that have assigned purchase orders, documents from FedEx, UPS, US Postal Service or other freight companies.

## ACCESS TO SENSITIVE AREAS:

The Finance Clerk will have access to departments for pickup and delivery of mail, Finance basement storage and the NGC building.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Preference will be given to applicant possessing an Associate's Degree or higher in Accounting, Business, or mathematics related field.

### OR

- High School diploma/GED and 6 months experience in a professional office environment.
2. Must have knowledge with computer processing including an intermediate or better working knowledge of: Microsoft Excel, Word and Outlook.
3. Considerable knowledge of general office practices and procedures. Individual must be highly organized, dependable, demonstrate basic business math skills and have good filing skills.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Must have the ability to greet the public and handle difficult situations on the phone and in person in a professional, courteous manner.
6. Must be able to follow detailed verbal and written instruction, and carry out assigned duties/projects in an efficient and timely manner. These assignments should be completed with minimal supervision, a high degree of accuracy and while handling multiple projects.
7. Must be able to practice strict confidentiality at all times.
8. Must be able to operate and maintain office machines (10 key, copiers, fax machines, printers, postage machine, scanners, etc.).
9. This position is classified as a sensitive position. Applicants must complete and authorize a background check in order to be considered for the position.
10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

## PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.



3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 50 pounds

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

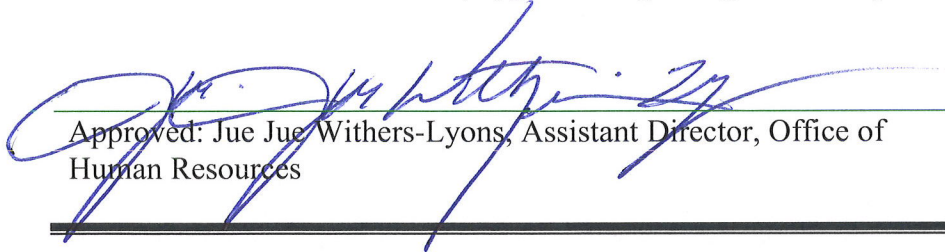
**APPLICANT RESPONSIBILITY**


It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

 \_\_\_\_\_  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

 \_\_\_\_\_  
Date

---

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date