

Lower Sioux Indian Community (LSIC)



Job Description

Position: Finance Clerk
Department: Finance
Reports To: Finance Director

Position Summary:

This position is responsible for providing support to the Finance Department in its daily duties.

Essential Duties and Responsibilities:

1. Records cash inflows and cash outflows into accounting system
2. Records payroll data into accounting system
3. Ensures timely and accurate entry of data into accounting system
4. Assists with the Accounts Payable & Payroll functions
5. Provide information/assistance to internal and external customers
6. Prepare any/all related narrative/financial reports
7. Other accounting duties as assigned.

Qualifications:

1. Excellent attention to detail, time management, and organizational skills
2. Collect, read, analyze and interpret data/documents and to retain confidential information.
3. Possess excellent written and oral communication skills.
4. Understand written and verbal directives and carry them out effectively in a timely manner.
5. To handle constructive criticism and follow the chain of command.
6. Ability to work well with a diverse population and to deal tactfully with internal and external customers.
7. Possess strong computer skills using Microsoft Office, Excel, Outlook, Accounting software and other software as necessary.
8. Ability to carry out general office duties including word processing, data entry, preparation of spreadsheets, filing, photocopying, etc.

Education and Experience:

Required: HS Diploma/GED, AND

At least two (2) years of recent and successful employment experience within an office administration environment, required

Preferred: Associate Degree (or higher) in the accounting or related field, preferred

Previous work experience within a Tribal Government a definite plus.