

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4188
Fax: 906-353-8786



Marquette Property

200 Zhooniyaa Miikana
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resources Office

Accounting Clerk

Full-time, Non-Exempt Position

Location: Baraga, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Ojibwa Casino Job Application
- Qualification Sheet(s)
- Resume
- Cover Letter
- College Transcripts
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

POSTING DATE: October 18, 2018

CLOSING DATE: November 1, 2018
Or Until Filled

PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:

Human Resources Office (Located in Baraga or Marquette)

Attn: Hannah Beesley, Human Resources Director

Email: hbeesley@ojibwacasino.com

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OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Accounting Clerk

DEPARTMENT: Accounting

LOCATION: Baraga

SUPERVISOR: Controller

**WAGE: Grade 6 (Min-\$13.40/hr)
Full-time, Non-Exempt Position
Administrative Benefit Package**

**CLOSING DATE: November 1, 2018
Or Until Filled**

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

POSITION SUMMARY: This position performs general accounting and administrative functions in accordance with established policies, procedures and controls. Records, classifies and summarizes accounting data. Performs accounting duties in Accounts Payable, Accounts Receivable, Cash Receipts, Revenue Accounting, Payroll or other accounting functions as assigned.

QUALIFICATIONS/REQUIREMENTS:

1. Associate's Degree in Accounting.

OR

Associate's Degree in Business with Accounting Principles I & II (successful completion of Business Core courses will meet Associate Degree requirement).

OR

Successful completion of Accounting Principles I & II AND one (1) year accounting work experience in an accounting office or organization.

2. Ability to respond to common inquiries or complaints from customers and employees.
3. Ability to plan, organize, set and meet priorities, strict deadlines and the ability to successfully cope with stressful situations and conditions is required.
4. Must present a professional appearance and demeanor.
5. Must be able to work with minimal supervision.
6. Must possess strong analytical, numerical, and reasoning abilities.
7. Must possess excellent interpersonal and communication skills.
8. Must have excellent math and superior spreadsheet skills (Excel).
9. Must possess a demonstrated knowledge of accounting.
10. Must have and working knowledge of business machines (personal computer, printers, fax, copy machines, etc.).

11. Must be self-motivated with excellent problem solving ability.
12. Must be able to prepare records in a clear logical manner with attentiveness to detail.
13. Must possess sound judgment and be able to apply discretion in confidential matters.
14. Ability to write routine reports and correspondence.
15. Must be able to obtain a gaming license.

DUTIES AND RESPONSIBILITIES:

1. Audits invoices against purchase orders and researches discrepancies.
2. Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.
3. Monitors accounts receivable to ensure that payments are up to date.
4. Codes data for input to accounting system according to company procedures.
5. Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
6. Performs billing activities in a timely manner.
7. Maintains good working relationships with co-workers, employees, vendors, customers, and management.
8. Files and maintains accounting records, vendor files and customer files.
9. Researches and processes all invoices and disbursement documents which require payment.
10. Enters necessary information into computer and prepares checks to pay invoices and other disbursements in a timely manner.
12. Applies basic accounting principles.
13. Organizes and files all invoices and supporting documentation to properly maintain an orderly and accurate filing system.
14. Obtains authorized approval for all disbursements.
15. Investigates vendor and customer problems and answers all inquiries.
15. Performs daily revenue accounting and audit.
16. Assists in cash receipts processing, coding and reconciliation.
17. May perform Payroll duties as assigned.
18. Maintains strict confidentiality.
19. Attends training as required.
20. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Employee must pass a pre-employment background security check, physical and drug screen. Must be able to continuously sit; Occasionally stand and walk and carry up to ten (10) pounds.
2. Must be able to lift up to forty (40) pounds.
3. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
4. Work place environment is not smoke, noise or dust free.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

Qualification Sheet

NAME: _____

POSITION: **Accounting Clerk**

Please list your specific experience and knowledge in regards to the following qualifications:

Associate's degree in Accounting **OR** Associate's Degree in Business with Accounting Principles I & II (successful completion of Business Core courses will meet Associate Degree requirement) **OR** Successful completion of Accounting Principles I & II **AND** one (1) year accounting work experience in an accounting office or organization.

Ability to respond to common inquiries or complaints from customers and employees.

Ability to plan, organize, set and meet priorities, strict deadlines and the ability to successfully cope with stressful situations and conditions is required.

Must present a professional appearance and demeanor.

Must be able to work with minimal supervision.

Must possess strong analytical, numerical, and reasoning abilities.

Must possess excellent interpersonal and communication skills.

Must possess superior spreadsheet skills (Excel).

Must possess a demonstrated knowledge of accounting.

Must have a working knowledge of business machines (computer, printers, fax, copy machines, etc.).

Must be self-motivated with excellent problem solving ability.

Must be able to prepare records in a clear logical manner with attentiveness to detail.

Must possess sound judgement and be able to apply discretion in confidential matters.

Ability to write routine reports and correspondence.

Must be able to continuously sit; occasionally stand and walk and carry up to ten (10) pounds. Must be able to lift up to forty (40) pounds.
