

SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

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*The oldest self-governing
Tribe of Indians in the United States*

Job Title: Temporary to Permanent Accounting Data Entry Clerk

Reports To: Finance Director

Status: Part-Time, Non-Exempt

Department: Finance Office

Salary: \$17 per hour

Application Deadline: Until Position is Filled

Summary: The Finance Department is looking for a hard-working, detail-oriented Accounting Data Entry Clerk to join our dynamic team. The right candidate is reliable, trustworthy, and able to take direction and work independently with minimal supervision.

Essential Duties and Responsibilities include the following; however, other duties may be assigned.

- Data Entry into accounting software, Abila/MIP a product of Sage, Community Brands, Abila/MIP
- Supply clerical/data entry support to the finance department
- Update, correct, or adjust general ledgers transaction codes for certain entries as directed.
- Use MS Office to send and receive email correspondence, prepare progress reports in MS Word, and use MS Excel to create spreadsheets for reporting and presenting data.
- Abide by office policies and procedures.
- Organize work to ensure effectiveness and efficiency.
- Perform basic bookkeeping functions.
- Upload and attach documents from shared drive to support MIP transactions entered.
- Ensure strict confidentiality and security of files and records.
- Compose routine and confidential correspondence, and emails to request supporting documents.
- Electronically file and retrieve organizational correspondence, records, and other documentation.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Temporary to Permanent Accounting Data Entry Clerk

- Strong computer aptitude, including Microsoft Office experience. Prior fund accounting, bookkeeping, A/R, A/P, and budget experience highly preferred.
- Able to manage difficult or emotional situations appropriately.
- Maintain confidentiality; display patience when interacting with community members.
- Listen and ask clarifying questions as well as respond appropriately.
- Write clearly and informatively; proofread and edit work for proper spelling and grammar for self and others.
- Able to read and interpret written information.
- Adapt to the work environment; able to deal with changes or unexpected delays.
- Show respect and sensitivity to colleagues and Native American culture.
- Treat others with respect and consideration regardless of their status or position.
- Work with integrity and ethics; use time efficiently.
- Follow policies and procedures, complete tasks correctly, thoroughly and on time.
- Consistently report to work on schedule and on time; arrive at meetings and appointments on time.
- Able to follow instructions and respond to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); a minimum of 2 years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and understand complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to community members, business professionals, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret various graphs/charts.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, excel software, email software and internet browsers.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here 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.