



## NOTICE OF OPEN POSITION

DATE POSTED: February 1, 2012

Position End Date: OPEN UNTIL FILLED

POSITION TO BE FILLED: **REVENUE CLERK**

DEPARTMENT: **REVENUE ACCOUNTING**

FULL-TIME: **X**

SCHEDULE: **VARIES**

PAY RANGE: **D.O.E.**

### ***Position Summary:***

Responsible for compilation and accounting of various revenue sources. Revenues are compiled, reconciled, accounted for and keyed into the accounting system to generate reports. Accounting of revenues utilizing the accounting system.

### **Requirements:**

- Resolve variances
- Filing of daily, weekly and monthly reports
- Performs other duties as assigned
- Must be detail oriented and possess professional organizational skills
- Experience with accounting detail
- Ability to work under stressful time constraints
- Must be able to lift 40 pounds and push or pull 100 pounds
- Must be able to obtain and maintain State/Tribal License (including extensive background check)
- Must pass pre-employment drug test
- Must be 21 or older

### ***Native American Preference***

*Preference will be given to qualified applicants who are members of federally recognized Native America tribes. To be considered for Native American Preference, you must submit your Certificate of Indian Blood (CIB) or Tribal ID with your application.*