



FEATHER RIVER TRIBAL HEALTH, INC.

Sponsoring Tribes: Berry Creek Rancheria, Mooretown Rancheria & Enterprise Rancheria

OROVILLE CLINIC
2145 5th Avenue
Oroville CA 95965
(530) 534-5394

YUBA CITY CLINIC
555 West Onstott Road
Yuba City CA 95993
(530) 751-8454

JOB ANNOUNCEMENT

Our organization is pleased to announce the following job opening. Contact our Administration department at 2145 5th Avenue for a job description and application (completed application is required). For additional information call the Personnel Department at: (530) 534-5394 ext. 259. <http://www.frth.org/jobs>

JOB TITLE: **Accounting Clerk**

SUMMARY: This position is a critical position to the Fiscal department. This position will be primarily responsible for the recording of cash receipts received by the Agency. This person will also be cross trained to perform as backup to the Accounts Payable Clerk, Payroll Clerk, and Grant Coordinator. This is a responsible non-supervisory position. Duties include performing a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying established procedures to the preparation and maintenance of cash receipts, accounts payable records, the recording of payroll.

QUALIFICATIONS:

1. Bachelor of Science degree in Accounting, Finance or Business Administration preferred or at least 5 years of experience working with complex accounting principles.
2. At least two (2) year's experience in bookkeeping, accounting, or secretarial assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to six (6) months experience); OR
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
4. One (1) year of experience with Great Plains, preferred.
5. Must be bondable.

DEPARTMENT: Fiscal

LOCATION: Oroville Clinic

GRADE LEVEL: 6/7

DATE POSTED: 09/09/2019

CLOSING DATE: Until filled

PLEASE NOTE: Indian Preference applies if proof is attached to your application.