



## **FEATHER RIVER TRIBAL HEALTH, INC.**

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

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OROVILLE CLINIC  
2145 5<sup>th</sup> 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 5<sup>th</sup> Avenue for a job description and application (completed application is required). For additional information call the Personnel Department at: (530) 534-5394. <http://www.frth.org/jobs>

**JOB TITLE:           Accounts Payable Clerk**

**SUMMARY:**           This position ensures accurate accounting records for disbursements within the Agency. 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 accounts payable records.

**QUALIFICATIONS:**

1. High school diploma or equivalent, including courses in bookkeeping.
2. At least two (2) year's experience in accounts payable, 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.

**DEPARTMENT:**   Fiscal

**LOCATION:**           Oroville Clinic

**GRADE LEVEL:**   5

**DATE POSTED:**   11/22/2017

**CLOSING DATE:** 11/30/2017

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