



Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702
Telephone: (520) 884-7131 • Fax: (520) 884-0240
www.ticenter.org

Job Title: Accounting Clerk

Salary: \$19.00 - \$21.00

Status: Probationary/Permanent, Full-Time

Hrs/WK: Forty (40), Non-exempt

Department: Finance

Job Location: Tucson, Arizona

Nature of Work:

Under the general supervision of the Finance Director, incumbent performs professional clerical tasks related to accounting functions and office work as required or assigned.

Essential Functions:

1. Maintain filing system for all accounting records including journal entries, general ledger documents, budget records, financial reports and program files
2. Assist with preparation and organization of audit paperwork
3. Data entry of accounts payable and processing of payable checks
4. Responsible for all agency staff travel and lodging arrangements
5. Preparation of bank deposits and responsible in depositing at designated bank
6. Assist with processing of payroll
7. Assist with accounts receivable billing
8. Assist with monitoring and maintenance of asset inventory
9. Order and maintain office supplies
10. Other duties as assigned

Required Knowledge, Skill and Ability:

- Knowledge of an application of fundamental accounting theories and principles, including accounting systems, internal controls, cash, purchasing, sales, receivables, payroll accounting, computerized and manual accounting spreadsheets, and general ledger activities
- Typing and keypad (10-key) entry
- Computer data entry
- Knowledge of Word, Excel software programs
- Ability to produce detailed work accurately
- Ability to multi-task



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Required Experience and Training:

- Education: High School Diploma or GED with one year Business/Finance College Courses; or
- A combination of four (4) years of experience in an accounting or bookkeeping position which demonstrates the ability to perform the required job duties and responsibilities.

Additional Requirement:

- Valid State Driver's License must be maintained to qualify for driving of GSA Vehicles and Insurability purposes
- Must pass DPS Fingerprint Clearance (Class I & II), criminal background check, drug & alcohol testing. Must submit to periodic/ random drug testing.

Working Conditions:

- Ability to sit for long periods of time in an office environment with low to moderate noise
- Ability to sit in front of a computer for 6-8 hours a day
- Ability to travel to various locations, including out of state

Supervisory Status:

- Non-Supervisory
- Reports to Finance Director

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

Revision No: 5

Revision Date: 03/10/2022