



#CaliforniansForAll Youth Jobs Corps

POSITION DESCRIPTION

Job Title:	Fiscal Clerk – Youth Jobs Corps
Reports To:	Director of Finance
Supervises:	None
Classification:	Hourly
Anticipated Starting Salary:	\$16.00
	Part-time, 20 hours per week – This position is grant funded for 12 months.

Position Summary

Under the supervision of the Director of Finance, the Fiscal Clerk (FC) will assist with the financial processing of transactions. The duties include assistance with daily bookkeeping and record keeping, financial reporting, and the preparation of records. The FC maintains confidentiality, keeps current and updated files, and is responsible for computerized accounts payable and accounts receivable for assigned departments.

Specific Responsibilities

- Assists with maintenance of bookkeeping databases and spreadsheets, updating information needed
- Assists with verifying proper authorization of expenses (i.e., appropriate approvals, receipt of supporting documents, etc.)
- Assists with tracking billing and incoming payments including creation of invoices, statements, reports, and other records and communicating with customers regarding payment plans
- Assists with reconciliation of bank and credit card statements and completed purchases including researching outstanding checks and invoices and/or incomplete or inaccurate submissions
- Assists with annual inventory process
- Maintains confidentiality of documents
- Answer phones and greet visitors, directing individuals to appropriate resources in a polite, courteous, respectful, professional, and helpful manner
- Process and distribute mail, including logging invoices, payables, monitoring postage, and post office delivery
- General filing and file maintenance
- Other duties as assigned by Director of Finance

Minimum Qualifications

These entry qualifications would normally be obtained through a high school diploma program (or its equivalent):

- Must be timely and reliable
- Strong customer service skills
- Ability to compute and record numerical data and perform computer data entry accurately
- Ability to maintain and organize records
- Demonstrated ability to operate computers and various software
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint)
- Ability to follow written and verbal instructions
- Ability and understanding to know when to ask for assistance
- Thorough knowledge of English grammar, spelling, and punctuation and ability to clearly communicate orally and in writing
- Ability to quickly learn office support technology, policies, and practices
- Ability to work individually and as part of a team in a diverse work place with people of varying cultures and backgrounds

#CaliforniansForAll Youth Jobs Corps Priorities

Priority will be given to youth applicants ages 16-30 who:

- Are in or transitioning from foster care.
- Are or were justice-involved.
- Are engaged with the mental health or substance abuse system.
- Are low-income.
- May have difficulty finding employment.
- Are unemployed and/or out of school.
- Have not participated in an AmeriCorps program.

Additional Information

- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.
- All offers of employment are contingent upon:
 - Successful completion of background and reference checks

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.