



YELLOWHAWK TRIBAL HEALTH CENTER

Yellowhawk Tribal Health Center
46314 Timine Way
Pendleton, OR 97801
P 541.966.9830
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www.yellowhawk.org

POSITION DESCRIPTION

POSITION TITLE Travel Coordinator/Finance Clerk

OPENING DATE 1/6/2020

CLOSING DATE 1/21/2020

DEPARTMENT Finance

LOCATION Yellowhawk Tribal Health Center

SUPERVISED BY Chief Financial Officer

SALARY \$31,357 - \$46,951 annual Grade: D

STATUS Full Time; Non-Exempt

MINIMUM QUALIFICATIONS

1. High school diploma or equivalency required.
2. Two years full-time accounting and/or travel office experience required.
3. Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.
4. Must submit to and pass a reference and criminal background check.
5. Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

1. Associate or Bachelor's degree in Business, Accounting, Finance or related field preferred.
2. Knowledge of travel procedures preferred.

DESCRIPTION [Job Summary](#)

Responsible for coordination of travel for Yellowhawk staff and Finance Clerk tasks such as preparing daily deposit and assisting with purchasing as needed. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

Essential Job Functions:

1. Works with all departments to book travel including lodging and airfare. Provides travel packets to travelers in a timely manner.
2. Ensures adherence to Yellowhawk Travel Policies and Federal regulations.
3. Ensures accuracy of travel advance forms prior to forwarding to Accounts Payable for payment.

4. Performs follow-up procedures to ensure timely receipt of expense reports after travel in accordance with CTUIR policy. Initiates payroll withholding of past-due advances or over-advances after proper notification. Processes paperwork for timely reimbursement of any amounts owed to the traveler.
5. Completes monthly reconciliation of travel advance account.
6. Prepares purchase requisitions as needed for travel and ensures that all travel-related records are complete.
7. Reconciles the travel credit card statement monthly.
8. Prepares and balances daily bank deposit.
9. Assists Accounts Payable Clerk by entering assigned accounts, filing, and other Accounts Payable tasks as needed.
10. Works with other Finance staff to provide assistance as needed.

Physical Demands:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

NOTICE TO APPLICANTS

Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the “required employment application packet material” below will be considered. Employment application packets received after the deadline will not be considered.

Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.
3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

Application Submission

Submit Complete Job Application Packets to:

via Mail:
Yellowhawk Tribal Health Center
attn: Human Resources/HR Recruiter
46314 Timine Way
Pendleton, OR 97801

OR

via E-mail:
hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

Signature

Date