

**POSITION TITLE:**

## Accounting Clerk

**DEPARTMENT:** Accounting

**LOCATION:** Wenatchee, WA

**COMPENSATION:** Negotiable - Based on experience

**SCHEDULE:** Full Time

**SHIFT:** Day

**TRAVEL:** Periodically

**JOB DESCRIPTION:**

This position will have responsibility for a variety of administrative and accounting functions including but not limited to billing and collecting from customers, preparing accounts payables, payroll and a number of compliance tasks. Additionally, the accounting clerk will work on expanding the company's business operations in other states and jurisdictions.

**KEY RESPONSIBILITIES:**

- Billing and accounts receivable functions
- Accounts payable and credit card expenditure reconciliations
- Inventory control and fixed asset tracking
- Payroll and benefit management
- Compliance reporting to state and federal agencies
- Reporting to specific telecom authorities

**QUALIFICATIONS:**

- Bachelor's degree or equivalent
- 3 years of accounting experience
- Quickbooks experience
- Must work well independently and be excellent at research
- Telecom industry experience a plus
- Strong analytical and problem solving skills
- Excellent computer skills
- Excellent written, verbal and presentation skills

**SCREENING BEGIN DATE:** March 6, 2017

**POSTING CLOSE DATE:** Depending on Applicant Pool

**REQUIRED APPLICANT DOCUMENTS:**

Native Network, Inc | 250 East Penny Road, Suite 200 | Wenatchee, Washington 98801 | +1.844.558.2472 | [info@nativenetwork.com](mailto:info@nativenetwork.com)

[www.NativeNetwork.com](http://www.NativeNetwork.com)

- Resume
- Cover Letter
- Three professional references

**BACKGROUND CHECK:**

Requires a background check.

**ABOUT US:**

Native Network, Inc. helps Native American Tribes connect with communications technology so they are empowered to reduce costs, generate revenue, create jobs and ultimately diversify their economies. Native Network provides professional services, wholesale telecommunications services, a web based ecommerce platform & full suite of software offerings to enable customers with the tools to connect & realize the benefits of the 21st century digital economy.

**OUR CORE VALUES:**

As members of Native Network, Inc's organization, we shall strive to exceed our customers', employees', shareholders' and communities' expectations by conducting our business with the following values as our guide.

We:

- Are customer focused and quality driven
- Have a sense of urgency
- Deliver on what we promise
- Are honest and respectful
- Work as a team
- Have a passion for excellence
- Will do whatever it takes

**EEO/AA STATEMENT:**

Native Network, Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies with regard to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.