

POSITION TITLE:
Accounting Clerk

DEPARTMENT: Operations

LOCATION: Based in Wenatchee, WA (not a remote position)

COMPENSATION: \$ 25 – 35 per hour

BENEFITS: Paid leave, medical stipend, dental, short, long, life and 401k

SCHEDULE: Full Time

JOB DESCRIPTION:

The Accounting Clerk is responsible for maintaining accurate financial records by performing tasks like data entry of transactions, accounts payable, payroll, reconciling bank and credit card statements, remitting tax reports and other compliance activities while adhering to accounting procedures. This position will also support the company with other administrative and clerical duties while upholding high attention to detail and organizational skills.

KEY RESPONSIBILITIES:

- **Data entry:** Accurately inputting financial transactions into accounting software, including amounts, dates, and codes.
- **Vendor account management:** Monitoring account balances and ensuring timely payments.
- **Bank and credit card reconciliation:** Checking bank and credit card statements against internal records to identify discrepancies and ensure accuracy.
- **Accounts payable:** Managing accounts payable and receivable by tracking invoices and payments.
- **Payroll:** Preparing and transmitting payroll.
- **Financial reporting:** Preparing and generating various financial reports based on recorded transactions.
- **Filing and record keeping:** Organizing and maintaining physical and electronic financial records.
- **Compliance with regulations:** Adhering to company policies and accounting standards, including tax regulations.
- **Invoice processing:** Creating and processing invoices for customers.

QUALIFICATIONS:

- **Strong attention to detail:** Necessary for accurate data entry and financial record keeping.
- **Numerical proficiency:** Ability to perform basic mathematical calculations quickly and accurately.
- **Organizational skills:** Efficiently managing large volumes of financial data and maintaining filing systems.
- **Accounting software proficiency:** Familiarity with accounting software, specifically QuickBooks
- **Accounting knowledge:** Understanding of accounting principles and terminology.
- **Computer literacy:** Proficient in Microsoft Office applications like Excel

SCREENING BEGIN DATE: March 10, 2025

POSTING CLOSE DATE: Depending on Applicant Pool

REQUIRED APPLICANT DOCUMENTS:

Only qualified applicants should apply by sending the following document to jobs@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 and wholesale telecommunications 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 to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.