<table>
<thead>
<tr>
<th><strong>BASIC INFORMATION</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>FLSA Status</strong></td>
<td>Non-Exempt</td>
</tr>
<tr>
<td><strong>Provisional Period</strong></td>
<td>90 days</td>
</tr>
<tr>
<td><strong>Job Title</strong></td>
<td>Accounting Clerk</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Funding Source</strong></td>
<td>Grant Funded</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Finance</td>
</tr>
<tr>
<td><strong>Position Type</strong></td>
<td>Full Time, Hourly</td>
</tr>
<tr>
<td><strong>Reports to</strong></td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td><strong>Supervises</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Shift</strong></td>
<td>Monday through Friday</td>
</tr>
<tr>
<td><strong>Salary/Hourly Rate</strong></td>
<td>$22 to $25 hourly</td>
</tr>
</tbody>
</table>

**GENERAL POSITION PURPOSE STATEMENT**

**Organizational Summary**
StrongHearts Native Helpline is a safe, anonymous and confidential helpline for Native Americans and Alaska Natives affected by domestic, dating and sexual violence. By dialing 1-844-7NATIVE (1-844-762-8483), nationwide 24/7, callers can connect at no cost one-on-one with knowledgeable StrongHearts advocates who can provide lifesaving tools and immediate support to enable survivors to find safety and live lives free of abuse.

**Mission Statement**
We exist to restore power to Native Americans impacted by domestic, dating and sexual violence by weaving together a braid of safety, sovereignty and support.

**Vision Statement**
We envision a return to our traditional lifeways where our relatives are safe, violence is eradicated and sacredness is restored.

**StrongHearts Values**
StrongHearts values are based on Indigenous values and beliefs. Through them, we honor our ancestors with our life and work. Our organizational values include Culture, Balance, Interrelatedness, Humility, Bravery, Resilience and Trust.
Position Summary
This position, under the general direction of the Chief Financial Officer, is responsible for performing a wide range of difficult to complex administrative functions related to accounting, bookkeeping and financial tasks. The Accounting Clerk is scheduled for a 40-hour week; however, job duties may occasionally require work outside regularly scheduled hours.

ESSENTIAL RESPONSIBILITIES AND DUTIES
- Collect and sort invoices and checks
- Mail checks to both other businesses and employees
- Keep a thorough record of business transactions and enter data from daily work logs into the company’s general ledger system
- Supporting supervisory and executive staff by performing any assigned accounting and clerical tasks
- Keep a thorough record of all company charges, as well as any refunds that have been issued
- Assist senior accounting personnel with any tasks conducted within the accounting department, or any tasks that require accounting personnel to take part
- Key in or type up any items that the accounting department is responsible for, including checks and invoices, as well as vouchers, accounting statements, and other reports and records
- Match work orders to invoices
- Process invoices/bills so that they can be paid

This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor or management.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED
- High School Diploma
- Two years college in related field preferred
- Two years experience performing accounting, bookkeeping and/or financial tasks
- Significant experience living and/or working in Native communities required.
- Deeply rooted in Indigenous thought and culture and informed by high-quality research and approaches.

OTHER REQUIREMENTS AND WORK CONDITIONS
- Ability to work as a team member, providing support and constructive feedback in interpersonal interaction
- Ability to work with people from a variety of backgrounds and experiences
- Intentionally and actively fostering positive working relationships and organizational culture
- Knowledge of tribal, state and national advocacy organizations working to effect social change and that address the issue of violence against Native women.
- Local, state and regional travel as required.
- Ability to read, write and converse in English.
- Must have emotional and physical stamina to tolerate prolonged sitting or standing to deal with a variety of stressful situations, including responses to complaints, difficult requests from programs and individuals in crisis, and internal and external interactions, to effectively work long and at times odd hours, while maintaining a sense of humor.
- Works in a normal office environment with minimum exposure to dust, noise, or temperature extremes. Requires bending, stooping, lifting and carrying objects up to 25 pounds, with or without accommodations.

The above statements are intended to describe the general nature and minimum level of work being performed. They are not intended to be construed as exhaustive of all duties, responsibilities and skills required for the position. The employee will be required to perform any other job-related duties as required by the job objectives, the Coordinator Director, and the mission, vision and values of the StrongHearts Native Helpline. This description does not modify any employees at-will-status and is not a contract for continued employment of any duration.