



## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 ▪ [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)

Quil Ceda Village  
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**JOB TITLE:** File Clerk

**PAY RANGE:** \$19.94 – \$29.92

**DEPARTMENT:** Finance

**JOB DESCRIPTION:** Provide office support to all QCV finance employees. Knowledge of departmental employees for the release of: hand cut checks, accounts payable checks, payroll checks and purchase orders, etc. Knowledge of the importance regarding signing authority of all required signatures on financial documents. Manages all sorting, filing of all financial documents, manages all financial documents in house and transports all needed records to storage facility.

**TO APPLY:** Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5030.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** Finance Manager

**EMPLOYEE SUPERVISES:** N/A

**EDUCATION:**

- High School Diploma or GED Required

**SKILLS:**

- Work within deadlines, be accurate, dependable and have the ability to follow instructions independently.
- Work well with people and be a team player as this position supports all financial staff daily.
- Must be able and willing to follow written and oral directions effectively.
- Exercise judgment in prioritizing and scheduling record keeping activities.
- Maintain independence and confidentiality.
- Work evenings, weekends, and/or holidays as needed or requested.
- Must possess excellent organizational skills to maintain a variety of office files
- Must have excellent communication skills both oral and written

**EXPERIENCE:**

- Minimum of six (6) months working in an office environment
- Minimum of six (6) months experience receiving, logging, sorting, and filing documents

#### OTHER REQUIREMENTS:

- Tolerance and patience to deal with upset, angry, and/or frustrated people
- Maintain a valid Washington State Driver's License and proof of insurance.
- Must be detail oriented and willing to learn other duties
- Ability to classify and file data and keep records complete.

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a keyboard.
- Hearing and speaking to exchange information in-person and on the telephone.
- Sitting and standing for extended periods of time.
- Seeing to read a variety of materials, computer, labels, etc.
- Mobility to bend, stop, reach overhead, or crouch to file materials.
- Ability to lift and carry up to 40 lbs. occasionally

#### SPECIFIC JOB PERFORMED:

- Manage all department office supply inventory
- Responsible for coordinating the care and maintenance of office equipment, including copy and postage machine
- Responsible for filing and digitizing all finance documents
- Create and maintain files for annual audit
- Serves as a runner to obtain signatures
- Responsible for managing all incoming and outgoing mail
- Assists with purchase requests
- Comply with all departmental standard operating procedures and assist with the development of and maintenance of procedures to ensure departmental efficiency, as necessary.
- Responsible for effectively communicating with public, vendors, and staff
- Perform other related duties as assigned.

#### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, and special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.