



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.

P.O. Box 67, La Push, WA 98350

(360) 640-5613

Position: Accounting Clerk

Supervisor: Accounting Director

Location: Quileute Oceanside Resort Administrative Offices

Work Info: Full Time 40 Hrs./Week (M-F)

Salary: \$20.00- \$23.00 per hour DOQ/E

POSITION SUMMARY:

We are seeking a reliable, motivated, and detail-oriented Accounting Clerk to join our finance team. No prior accounting experience is required—we provide comprehensive training. If you enjoy working with numbers, staying organized, and learning new skills, this is an excellent opportunity to start a career in accounting and business operations. In this role, you will assist with cash handling, inventory tracking, and prepare daily reports that support the success of our organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process daily customer payments and prepare bank deposits.
- Enter invoices and financial data into the accounting system.
- Assist with physical inventory counts and reconcile inventory records.
- Identify and report inventory discrepancies.
- Compile employee time records and prepare daily labor reports.
- Prepare daily sales and management reports using standard reporting templates.
- Maintain organized digital financial records and supporting documentation.
- Perform accurate data entry while maintaining confidentiality of financial information.
- Assist with additional accounting and administrative duties as assigned.

QUALIFICATIONS:

- High school diploma or GED required.
- No prior accounting experience required; training will be provided.
- Comfortable using computers and learning new software.
- Basic experience with Microsoft Excel or Google Sheets, including data entry, sorting, and filtering.
- Strong basic math skills with excellent attention to detail and accuracy.
- Demonstrated reliability, integrity, and trustworthiness when handling cash and confidential information.
- Strong organizational skills and a willingness to learn.
- Ability to work independently and as part of a team.

WORK ENVIRONMENT:

- Office setting with frequent computer use.
- Must be able to sit for extended periods.

EMPLOYEE BENEFITS:

- Comprehensive, hands-on training in inventory systems and accounting procedures
- Health insurance option.
- 401(k) retirement plan
- Paid time off (PTO)
- Full-time, Monday–Friday daytime schedule

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: gte.hr@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application **(REQUIRED)**
2. Cover Letter **(REQUIRED)**
3. Resume **(REQUIRED)**
4. Tribal Enrollment Verification **(REQUIRED, if applicable)**
5. Driver's License **(REQUIRED)**
6. Diploma/Transcripts(s) High School/GED, College **(REQUIRED)**
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.