



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	896-4200-077	<b>Last Revised:</b>	02/08/2016
<b>Position Title:</b>	Capital Control Clerk	<b>Department:</b>	Finance
<b>Reports to:</b>	Accounting Manager	<b>Division:</b>	Budget & Finance

**Primary Function:** The Capital Control Clerk is responsible for providing administrative and clerical support in the documentation, analysis and inventory of the Tribe's fixed assets. Will assist with coordinating, updating and maintaining the tracking database for new and existing fixed assets including asset identification, tagging, location identification, physical counts and inventories. Will assist in conducting a regular asset inventory and review across all Tribal programs and operations to ensure accurate record of assets for financial maintenance, audit and insurance purposes.

**Job Duties and Responsibilities:**

- Assists with the tracking of new and existing capital fixed assets
- Assist with Identifying fixed assets across all Tribal programs and operations ensuring assets are properly tagged and recorded in the Tribe's financial software and other tracking tools, and conducts physical counts of assets
- Assist with Ensuring that fixed assets appear in the Tribe's financial software, finance and insurance schedules
- Assists with the transfer of equipment, vehicles, and other assets ensuring locations and counts match those recorded in tracking systems
- Provides assistance in the implementation of processes and policies to safeguard the Tribe's assets in accordance with established internal controls and policies
- Assists the Accounting & Budget Department in preparing schedules and reports for the annual audit process
- Assists with the disposal of obsolete assets in compliance with established policies and internal controls
- Maintains constant communication with the Property Control Officer, the Accounting Manager, and the Budget Manager and assists in the development of best practices and implementation of policies and procedures.
- Maintains open lines of communication with all Tribal Programs and Employees.
- Maintains all reports, records, files, and logs as required.
- Performs all duties in accordance with established guidelines and Tribal Policies.
- Performs other duties as requested or assigned by the Accounting Manager

**Education /Experience:**

An Associate's Degree from an accredited college in Finance, Business Administration or related field is required. One year of experience in inventory control is preferred.

**Job Knowledge:**

Incumbent must have a demonstrated ability to closely monitor, inventory assets and accurately record all related asset information. Incumbent should be familiar with inventory controls and the analysis of asset specific and financial data. Well-developed organizational and planning skills, and close attention to detail is required for this position. Must have a demonstrated ability to establish and maintain strong working relationships. Incumbent must have a demonstrated ability to conceptualize and recognize larger impacts and implications of collecting, organizing and maintaining

complex data.

<b>Complexity of Duties:</b>	Incumbent should be able to work independently to plan, prioritize, organize and perform day-to-day responsibilities of the duties assigned. Incumbent should maintain professional conduct and demeanor at all times when interacting with employees, management, regulatory representatives and vendors. The ability to speak in front of groups of employees and management to effectively communicate information is critical. Incumbent must demonstrate the ability to take ownership of responsibilities, work on a variety of tasks simultaneously, and consistently meet deadlines. Incumbent must be proficient in using a computer and computer software such as Microsoft Office Products (Word, Excel, Power Point, and Access) and specialized financial software. Incumbent, in all actions, must demonstrate the utmost knowledge and practice of inventory control and management.
<b>Contact with Others:</b>	This position requires effective communication with employees and management at all levels. This position will have regular contact with employees and management, requiring professional tact and decorum at all times.
<b>Confidential Data:</b>	This position will have access to confidential data and information. Data will include reports, trends, and costing. The position will also be exposed to confidential insurance correspondence. All information must be kept in the strictest of confidence. The unauthorized release of internal data would not permit the Capital Clerk to perform their duties effectively.
<b>Mental /Visual /Physical Effort:</b>	The position requires a valid North Carolina State Driver's License as the position will require a Tribal vehicle be driven to worksites and locations on and off the Qualla Boundary. The Capital Control Clerk should be able to travel independently and inspect all Tribal properties where assets are present. Worksite locations include those satellite operations outside of the town of Cherokee. The position will require navigating unlevel terrain, walking up and down hills, climbing ladders, climbing stairs, mounting and dismounting equipment. Some situations will require personal protective and safety gear (hard-hats, safety glasses, ear plugs, steel toed boots, respirators, etc.) be worn.
<b>Environment:</b>	The Capital Control Clerk will be exposed to all environments employees and assets could potentially encounter both indoor and outdoor. This includes: heat and cold, rain, sleet and snow, and high humidity. Work will require exposure to roadside conditions, dust and emissions, high levels of noise, and active construction/demolition worksites, exposure to strong odors from adhesives, paints and solvents used in construction. Other components of work are conducted in a normal office environment.
<b>Supervision Received:</b>	The Capital Control Clerk is under the general direction of the Accounting Manager. This position is dedicated to assisting with accurate and timely records, inventories, physical counts and overall management of the Tribe's assets. This position will spend a significant portion of their workday in the field. Therefore, detailed activity logs must be prepared and timely reports submitted. Reports and logs will be reviewed by the Accounting Manager. The Capital Control Clerk is expected to set his/her own inspection and inventory schedules.
<b>Responsibility for Accuracy:</b>	The Capital Control Clerk must be detail oriented in the performance of job duties. Inventories, counts and records have significant financial impact on the accounting practices and administration of the Tribe's insurance programs. All counts, inventories and records must be correct, based on critical analysis of supporting documentation and performed in accordance with Tribal policy as well as generally accepted accounting practices.