

# Sisseton-Wahpeton Oyate

## Job Description

---

**Job Title:** Cash Collections Clerk

**Reports to:** CFO / Vice-Chairman

**Duties and Responsibilities:**

- Performs physical counts all checks/cash/coin collections received;
- Prepares collection registers documenting funds received;
- Provides copies of collection registers to program representatives;
- Responsible for safekeeping all checks and cash received;
- Submits cash receipts, along with a copy of the collection register, to the Accounts Receivable Clerk;
- Responsible for maintaining the original copy of the daily collection register for monitoring and audit purposes;
- Will be required to perform mail room and administrative assistant duties as needed;
- Other duties as assigned.

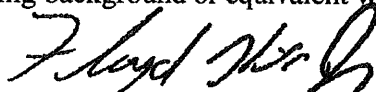
**Qualifications and Requirements:**

- Proficient in the use of computer equipment and variety of software packages including Excel, Microsoft Word, etc.;
- Knowledge of and experience with accounting, data and administrative management practices and procedures;
- Must be able to pass a Urine Analyst test;
- Must complete a 90-day probation;
- Maybe required to work nights and weekends;
- Microsoft Dynamic experience preferred;
- A working knowledge of the administrative processes within the Sisseton Wahpeton Oyate;
- Problem analysis and assessment skills;
- High level of accuracy and attention to detail;
- Must maintain confidentiality.

**EDUCATION and/or EXPERIENCE:**

- High school diploma or G.E.D. equivalent;
- Prefer applicant that has completed or is working towards an Associate's degree in Accounting or Business Administration;
- Basic accounting background or equivalent work experience.

Approved \_\_\_\_\_



Date 8/27/18

---

Cash Collections Clerk

Page 1 of 1