



Yavapai-Apache Nation

Workforce Innovation and Opportunity Act (WIOA) Program

Phone: (928) 567-1091 Fax: (928) 567-1064

CLOSING DATE: 5:00pm, Wednesday, February 28, 2018

GHD has an opening in our **Clarkdale, Arizona** office for a **Billing Clerk**, who aspires to become an active employee in a vibrant, well-established company.

Responsibilities

- Communicate with employees and subcontractors to obtain information and collect documents.
- Operate office machinery, including photocopiers, scanners and computers
- Maintain filing systems
- Handle incoming and outgoing correspondence related to invoice preparation
- Obtain information to respond to requests by reviewing files, documents, and records
- Take inventory and order materials, supplies, and services as needed
- Perform basic bookkeeping and banking transactions, including the collection, counting, and disbursement of money
- Prepare documentation related to invoicing and other project records.
- Scanning, filing and transmitting files related to monthly invoices.
- Assist with assembling final invoices for clients either for mail or upload
- Data entry utilizing Microsoft Excel spreadsheets and reports
- Maintaining high awareness of all project deadlines and schedules, to ensure early or on time completion
- Working cohesively as a team member within the office; providing proof-reading, quality control and assisting team members as needed
- Other administrative duties as assigned

Qualifications

- High School Diploma
- 2 or more years of administrative support experience in a professional office environment or equivalent experience
- Ability to maintain confidentiality in all work-related matters
- Proficiency with copier/scanner equipment
- Proficiency with Adobe Acrobat Pro XI or similar PDF program and MS Excel
- Strong written and verbal communication skills
- Well-organized, with strong attention to detail
- Ability to pass routine employment screening (drug, alcohol, and no prior criminal convictions)

Please email Resume to Nina Sanchez, WIOA Program Manager at

nsanchez@yan-tribe.org

or submit Resume at the Yavapai-Apache Nation HR Office by the closing date.