

# Tohono O’odham Ki:Ki Association



## Tohono O’odham Ki:Ki Association Job Description

Position Title:	Cashier/ Finance Assistant
Department:	Finance
Reports To:	Payroll and Office Administrator
Posted Rate of Pay	\$15.39/Hour
Exempt / Non-Exempt:	Non-Exempt
Job Open Date:	11/18/2020
Job Close Date:	12/03/2020
Full Time/Part Time:	Full Time
Limited to current TOKA employees only	No
Documents required to be attached with candidate’s application	<ol style="list-style-type: none"><li>1. Tohono O’odham Ki:Ki Association Application Form</li><li>2. Resume</li><li>3. Three references will be required of candidates selected for further consideration. One reference must be from a present or former supervisor.</li></ol>
Additional application instructions (include instructions for submission)	<p>Complete Applications with required documents may be submitted in the following ways:</p> <ol style="list-style-type: none"><li>1. apply online: <a href="http://www.tokahousing.org">www.tokahousing.org</a>;</li><li>2. email application: <a href="mailto:employment@tokahousing.org">employment@tokahousing.org</a>;</li><li>3. faxed: (520) 383-2259 or</li><li>4. mailed at: Tohono O’odham Ki:Ki Association Attn: Human Resources Manager PO Box 790 Sells, AZ 85634</li></ol>
Pre-employment Screening Requirements	<p>The Tohono O’odham Ki:Ki Association conducts pre-employment screening for all positions, which may include a criminal background check, verification of credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United</p>

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States. All employees are required to successfully pass a drug screening test prior to employment; random drug screening tests may be administered post-employment.

### **Summary:**

Receives and balances cash, checks, money orders, and debit/credit card payments received from tenants in payment for homeownership or rental of housing units, and serves as the primary backup to the Receptionist, Accounts Payable Specialist and other staff of the Finance and Administration department as assigned.

### **Essential Duties and Responsibilities:**

- Retrieves messages from voice mail and forwards to appropriate personnel
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Monitors visitor access and issues passes when required.
- Updates in/out calendars.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Enters the amount of currency received in the HDS database and provides tenants with receipts.
- Opens and closes batches daily in HDS.
- Reconciles and balances daily deposits, and beginning cash change.
- Records amounts received and prepares reports of the transactions.
- Runs monthly statements, and issues to tenants.
- Calls and/or mails correspondence to customers as necessary in order to update accounts.
- Pick up payments from select tenant accounts.
- Performs Accounts Payable functions.
- Other duties may be assigned.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Uses reason even when dealing with emotional topics.

- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Interpersonal - Maintains confidentiality; Keeps emotions under control.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
- Leadership - Inspires respect and trust.
- Business Acumen - Aligns work with strategic goals.
- Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

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- Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures.
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Keeps commitments.
- Judgment - Makes timely decisions.
- Planning/Organizing - Uses time efficiently.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Works quickly.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Mathematical skills and the ability to handle transactions quickly and accurately.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Preference:**

Previous experience as cashier or collection of payment.

### **Education/Experience:**

High school diploma or general education degree (GED); or one to three years of related experience and/or training; or equivalent combination of education and experience.

### **Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Math Ability:**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel and Housing Data Systems, HDS.

### **Certificates and Licenses:**

- High School Diploma or GED
- Valid Arizona Driver's License

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

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## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds.

Specific vision abilities required by this job include Ability to adjust focus.

## **Indian Preference**

Preference in filling vacancies is given to qualified Indian applicants in accordance with Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e-2(i) (1982) and Tohono O’odham Nation Ordinance 01-85, Section 3, provided the applicant has submitted acceptable proof of Indian preference for employment.

## **Acknowledgement**

I have reviewed and understand the job descriptions and believe them to be accurate and complete. I understand that the Management of the Tohono O’odham Ki:Ki Association retains the right to change the Job Descriptions as it deems necessary. I will follow and adhere to my Job Description to the best of my ability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date