



**Ute Indian Tribe
Fort Duchesne, Utah**

OFFICE COORDINATOR

Department Name & Number

Accounting #4001

General Description of Position

The Office Coordinator will work in the Accounting Department to Ensure that the department runs as smoothly as possible.

Supervision Received

Under the direction of the Accounting Manager.

Supervision Exercised

n/a

DUTIES AND RESPONSIBILITIES (Examples may include but are not limited to the following).

Performing advanced, diversified, and confidential secretarial and administrative duties.

Taking a proactive approach to problem solving, and general routine office issues.

Composing and delivering routine and non-routine correspondence and memoranda.
Preparing Proofreading and editing documents for grammar and punctuation errors.

Sort and deliver mail, including sending mail by Federal Express, Certified Letters, etc.

Prepares purchase orders, requisitions, time sheets (upon request) and other necessary paperwork that is required within the department.

Communicating and assisting with the public at the window and directing to the appropriate parties. Works closely with Tribal department heads and staff.

Screening telephone calls, visitors and resolves routine and complex inquiries.

Coordinating and distributing special projects, mailing which may include typing, photocopying, binding, faxing, and mailing of documents to various levels of employees.

Scheduling and maintaining calendar of appointments, meetings, travel itineraries and coordinating related arrangements.

Effectively interacting with the Accounting staff, Treasurer staff and other employees by assisting or furnishing them with information; as needed.

Assist in the organization of files and various filing.

Other duties assigned.

MINIMUM QUALIFICATIONS

Required knowledge, skills, and Abilities:

Must have a positive attitude, detail oriented and the ability to handle stress and changing environment.

Must be high organized and ability to manage multiple tasks.

Must have a strong verbal and written communication skills.

Accounting skills preferred. Experience in Microsoft Word, Excel and PowerPoint.

Ute Language skills strongly preferred.

EDUCATION & EXPERIENCE

Must have a High School Graduate/GED diploma. or Associate Degree,

NECESSARY REQUIREMENT

Must have a Valid Utah License and able to obtain a Tribal Driver License.

Must be able to pass a Criminal Background Check.

Must be able to pass a pre-employment drug/alcohol tests.