JOB OPENINGS

August 15, 2023
POSITIONS OPEN UNTIL FILLED
CALL 360-273-1251 FOR MORE INFORMATION

AP/AR Clerk – CTE
Job Summary: Performs support tasks and activities in the accounts payable/receivable function. Education: Associate degree preferred. High school diploma or GED required. Experience: 1-3 years related experience and/or training; or equivalent combination of education and experience. Wage DOE.

Staff Accountant – CTE
Job Summary: The Staff Accountant is a full charge professional who participates in all daily and month end accounting of the administrative office, other assigned businesses, or start-up businesses. To include general ledger, payroll, accounts receivable, accounts payable, inventory, fixed assets, and other subsidiary ledgers. Prepares month-end reconciliation work-papers for the preparation of financial statements. Coordinates and facilitates the process of documenting and implementing accounting policies and procedures to ensure the safeguard of Tribal assets. Education: Bachelor’s degree in accounting. Experience: 3-5 years directly related accounting experience in business environment. Wage DOE.

Office Manager – Talking Cedar Production
Job Summary: Organize and coordinate office administration and procedures, to ensure organizational effectiveness. Manages day-to-day operations of production and retail operations with a focus on efficiency and time management. Handles a wide range of administrative & management support related tasks and is able to work independently with little or no supervision. Work closely with management, customers, and vendors on various business needs. Education: Associate degree required. Bachelor’s degree preferred. Experience: 2-4 years directly related office experience in a professional environment preferred. Experience with scheduling & budgeting. Advanced computer skills. Supply management experience. Wage DOE.

Packaging Operator – Talking Cedar Brewery/Distillery
Job Summary: Packaging Operators are primarily responsible for the bottling and kegging of beer/spirits/other beverages through operation and maintenance of bottling line and kegging equipment, as well as inventory and handling of raw materials. Experience: 1+ years in a similar or related field. Must possess a valid driver’s license. Wage $17.25/hr.

APPLY NOW! 18120 Anderson Rd SW, Oakville, WA 98568
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Send your resume to: mjones@chehalistribe.com or aboyd@chehalistribe.com