

ACCOUNTING CLERK

Crazy Horse Memorial Foundation is currently seeking a qualified candidate to fill the position of Accounting Clerk. This Full-Time Regular position will report to the Vice President of Finance and will be a support position within the Finance Department. Job duties will include assisting with keying invoices to Accounts Payable, act as a backup for Accounts Receivable and daily reconciliations, assist with select payroll duties, place orders for various purchases, support in reconciling the company credit card statement and providing assistance to the Central Office as needed.

This position requires an Associates degree in Accounting or related field with a Bachelor's degree preferred, a minimum of 3 years of experience in Account Payable and Payroll, prior experience in dealing with confidential information, a strong working knowledge of Microsoft Office, with an advanced knowledge of Excel. Prior experience with Financial Edge and/or Great Plains Dynamics software and Ascentis HRIS software a definite plus and prior experience in a Non-Profit setting is preferred. Applicants may apply by submitting a cover letter and resume to hr@crazyhorse.org or apply online at <https://crazyhorsememorial.org/dream/employment/open-positions/> or mail a cover letter and resume to:

Human Resources Manager
Crazy Horse Memorial Foundation
12151 Avenue of the Chiefs
Crazy Horse, SD 57730-8900