

**NORTHERN CHEYENNE TRIBE
CENTRAL FINANCE
JOB ADVERTISEMENT
2017**

POSITION: Encumbrance Clerk (2)

SALARY: \$12.25

DEPARTMENT: Central Finance-Procurement Office

ACCOUNTABLE TO: Procurement Officer

OPENING DATE: August 4 2017

CLOSING DATE: August 16 2017

How To Apply: Submit a completed application, **RESUME**, (3) current (within 1 year) letters of recommendations (one must be past/present employer), Tribal certification (if claiming Indian preference) DD214, (if claiming Veteran's preference), copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

SUMMARY OF WORK:

This position provides direct administrative and basic accounting principles to the operation of the procurement process system.

JOB CHARACTERISTICS:

Nature of Work: This position **involves** duties and responsibilities that include skills in accounting and purchasing procedures. This position **requires** accuracy and timeliness and deals with information and documents requiring adherence to standards of confidentiality. This position may **involve** working under stress and maybe required to work outside of normal business hours to meet deadlines.

Personal Contacts: Daily contact with the public and supervisor. Frequent contact with employees, Program Directors, Vendors, Freight companies.

Supervision Received: This position is under the Treasurer.

Essential Functions: **Performs** duties that require attention to detail. Must able to read written material and follow directions.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Performs data entry function necessary to facilitate purchasing power. **Maintain** files to support procurement and property tracking function. Answers the telephone, type, and greets the public as needed. Runs errands and performs other duties as required. Establishes a working relationship with the other departments.

JOB REQUIREMENTS:

Knowledge: This position **requires** a general knowledge of tribal personnel policy, tribal purchasing policy, financial management system manual, modern office practices & procedures, and Generally Accepted Accounting practices (GAAP). This position **requires** knowledge of accounting procedures, automated data processing as it relates to accounting records, a working knowledge of business English, spelling, punctuation, arithmetic and computers.

Skills: This position **requires** skills in the use of a computer, mathematical spreadsheets and work documents, data base management, typing and the operation of various office machines including the computer keyboard, calculator, copy machine and fax machine.

Abilities: This position **requires** the ability to: work under pressure of deadlines; work with limited supervision and exhibit individual initiative; evaluate payroll problems and make sound independent judgments; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisor and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- **Associate** degree preferred.
- Experience in accounting, secretarial and office management preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be base primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Prepares, processes, and maintains requisitions and purchase orders.
- Meets deadlines.
- Adheres to standards of confidentiality.
- Maintains accurate and timely records.
- Prepares and submits accurate timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.

- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- **Must** agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.