

NORTHERN CHEYENNE TRIBE
CENTRAL FINANCE
JOB ADVERTISEMENT
~~2012~~2017⁶

POSITION: Procurement Clerk
of salary

SALARY: ~~D.O.E.~~ \$16.23 ~~need a range~~

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DEPARTMENT: Central Finance

ACCOUNTABLE TO: Tribal Treasurer

OPENING DATE: August 3rd 2017 ~~aug 3~~ ~~May 31, 2017~~ ~~June 8, 2012~~

CLOSING DATE: ~~June 18, 2012~~ August 17th 2017 ~~aug 10~~

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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, attn: 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 is responsible for managing and controlling the centralized purchasing process and contract administration in accordance with the Purchasing Management system of the Northern Cheyenne Tribe.

JOB CHARACTERISTICS:

Nature of Job: This position is primarily sedentary and is performed in an office setting. ~~The position does require lifting and moving weighing up to 50 lbs.~~

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Personal Contacts: The incumbent works with all Tribal ~~Health~~ Programs, Tribal procurement and Central Finance staff as well as a wide variety of contractors and vendors.

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Supervision Received: The incumbent works under the direct supervision from the ~~Budget Officer~~ Treasurer. The incumbent's work is periodically reviewed for compliance with Tribal procurement policies for work quality and quantity.

Essential Functions: This position is responsible to ensure that requisitions, invoices, supplies, materials, and all required paperwork for position functions(s) are processed in a timely manner and within timelines set forth by the Central Finance Department.

JOB REQUIREMENTS:

Knowledge: This position requires a general knowledge of the Federal and State procurement system guidelines and must know the NC Tribal Purchasing and Financial Systems with attention to the purchasing supplies, materials and services requirements.

Skills: This position must be adept in the use of Microsoft Office XP Software. Knowledge and experience of financial analysis utilizing the SAGE automated accounting system software is preferred.

Abilities: This position must be able to communicate effectively in written and oral form, and be able; to establish and maintain good working relationships with Tribal ~~Health staff~~employees, central finance staff, and vendors/contractors. Must be able to safely and accurately maintain records, and comply with HIPPA regulations.

EDUCATION AND EXPERIENCE:

1. High School Diploma or GED
2. Associates Degree with an administrative emphasis **preferred;**
3. Three years administrative/clerical experience

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JOB PERFORMANCE STANDARDS:

1. Prepares requisitions for supplies, materials and services in accordance with the Purchasing and Financial Systems.
2. Checks and receives all delivery orders.
3. Maintains a current log of all requisitions and purchase orders.
4. Follows up on all undelivered orders over 30 days old.
5. Maintains a purchase order file system.
6. Maintains a stock level of routine office supplies.
7. Maintains a check out/in listing of all Tribal Health equipment to coincide with annual inventory;
8. Assists Budget Officer with duties as assigned.
9. Monitors procurement reports for accuracy of entries and potential problems.
10. Delivers and returns procurement related documents to and from central finance.
11. Delivers and returns inventory and supplies to and from designated points of destination.
12. Must agree to and sign waiver for pre-employment drug testing.
13. Indian Preference, with first preference given to qualified enrolled member of the Northern Cheyenne Tribe.