

**NORTHERN CHEYENNE TRIBE  
CENTRAL FINANCE  
JOB RE-ADVERTISEMENT  
2018**

**POSITION:** Accounting Clerk Federal Programs

**SALARY:** \$13.33

**DEPARTMENT:** Central Finance

**ACCOUNTABLE TO:** N.C. Treasurer

**CLASSIFICATION:** Covered, Non-exempt, Full-time Regular

**OPENING DATE:** January 11<sup>th</sup> 2018

**CLOSING DATE:** January 19<sup>th</sup> 2018

**How To Apply:** Submit a completed application, **RESUME**, (3) current (within 1 year) letters of recommendations (one must be past/present employer), Tribal certification or Tribal I.D. (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:**

Performs balance sheet **accounting** work in maintaining fiscal records and systems of the Northern Cheyenne Tribe. Retrieves and enters financial information to general ledger accounts. Reviews and reconciles accounting general ledger T-accounts. Prepares financial summary schedules in excel. Documents and files business transactions in accordance with filing procedures.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position involves duties and responsibilities **requiring** considerable skills in clerical and accounting practice.

**Personal Contacts:** Management, auditors, program managers and employees, administration and legislation.

**Supervision Received:** General Supervision of the Treasurer.

**Supervision Exercised:** None.

## **JOB REQUIREMENTS:**

**Knowledge:** This position **requires** thorough knowledge of full accrual double entry accounting theory. This position **requires** knowledge of filing and organization systems. Employee **must** be familiar with applicable state and federal rules and regulations of funding sources.

**Skills:** This position **requires** skills in the operation of: Computer, copy/fax, phone, 10-key, spreadsheet analysis and Windows.

**Abilities:** **Must** be able to sit for long periods at a time. **Must** be able to lift up to 25 lbs. **Must** be trustworthy and able to observe confidentiality. **Must** be able to analyze and organize database information.

## **JOB PERFORMANCE STANDARDS:**

- Review and enter case receipts to the accounting system
- Prepare investment schedules from investment statements
- Collect incoming expenditure documents for inventory and review
- Maintains historical files of non-routine receivable and payables
- Reviews and reconciles General Ledger T-accounts.
- Prepares form 1034 for draw requests and requests for legal services
- Prepares appropriate correspondence to communicate financial issues to appropriate personnel
- Appropriately documents all transactions
- Maintains accurate and timely records
- Deals tactfully and courteously with the public
- Demonstrates punctuality
- Adheres to standards of confidentiality
- Observes work hours
- Performs other related duties as assigned
- **Must** agree to and sign waiver for pre-employment drug testing

## **EDUCATION AND EXPERIENCE:**

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

- ✓ **Associates Degree** in Business or related finance field **PREFERRED.**
- ✓ **2 Years'** experience in Accounting, with **1** year working with computer based accounting systems **PREFERRED.**