

**NORTHERN CHEYENNE TRIBE
CENTRAL FINANCE
POSITION DESCRIPTION
2018**

POSITION: Travel Reconciliation Clerk

SALARY: \$17.00 - \$20.69 P.H.

DEPARTMENT: Central Finance

ACCOUNTABLE TO: Treasurer or Designee

OPENING DATE: March 5, 2018 **CLOSING DATE:** March 9th, 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

SUMMARY OF WORK:

This position **will assist** all travel related matters on various on various Federal Programs and other Programs within Central Finance oversight. This person **will work** in the Central Finance Office.

JOB CHARACTERISTICS:

Nature: **Handles** travel reconciliations which include tracking, researching and creating and entering journal entries on the MIP System.

Personal Contacts: Daily contact with employees, Program Directors, Administration and other outside parties.

Supervision received: Daily by the Treasurer or designee.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

This position requires the ability to perform a variety of tasks related to reconciling travel on all programs and with minimal supervision.

JOB REQUIREMENT:

Knowledge: This position **requires** knowledge in basic accounting.

Skills: This position **requires** skills in computer programs, calculators copy machines and fax machines.

Abilities: This position **requires** the ability to communicate effectively, both written and orally.

EDUCATION AND EXPERIENCE:

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

- High School Diploma or GED
- Certificate in Office Management
- Basic knowledge in Accounting Principles

JOB PERFORMANCE STANDARDS:

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

- Perform assigned duties.
- Demonstrate ability to work under stressful situations.
- Work well supervised and at times with minimal.
- Adheres to standards of confidentiality.
- Deals tactfully and courteously with employees, management, public, funding agencies.
- Observes work hours and good attendance.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with employees, management, public and funding agencies.