

NORTHERN CHEYENNE TRIBAL SCHOOL ADVERTISEMENT

POSITION: Accounting Clerk

SALARY: DOE

DEPARTMENT: NCTS

ACCOUNTABLE TO: Accounting Director

OPENING DATE: June 6, 2022

CLOSING DATE: June 15, 2022

HOW TO APPLY: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

Pre-Employment Drug Tests and Background checks are required

SUMMARY OF WORK: Provides direct administrative and basic accounting support to the operation of the Business Office.

JOB CHARACTERISTICS:

Nature of Work: This position involves duties and responsibilities that include skills in accounting procedures. This position requires accuracy and timeliness. This position involves working under stress and requires some work be completed outside regular work hours.

Personal Contacts: Daily contact with public, vendors, accountants and administration.

Supervision Received: Direct supervision by the Business Office Manager. General supervision by the Superintendent

Supervision Exercised: None.

JOB REQUIREMENTS:

Knowledge: This position requires common knowledge in accounting, automated data processing, data base reconciliation techniques, recording & processing information, and knowledge of organizing/filing techniques.

Skills: Requires considerable skills in the use of a computer, Microsoft excel, calculator, fax machine, email and telephone.

Abilities: This position requires the ability to accurately prepare and enter accounting transactions, reconcile, identify and correct errors, perform mathematical analysis, communicate effectively, follow instructions, and maintain appropriate confidentiality.

EDUCATION AND EXPERIENCE:

Associates degree in math, business, or accounting fields
Two years experience in clerical accounting work

JOB PERFORMANCE STANDARDS:

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

- Performs assigned duties
 - Reviews and Writes approved vouchers to check payments
 - Files all payments for storage and retrieval
 - Enters assigned transactions
 - Reconciles General Ledger accounts assigned
 - Reviews and enters Travel
 - Organizes all generated Transactions
 - Performs other assigned duties

- Meets deadlines
- Maintains accurate and timely records
- Prepares and submits accurate and timely reports
- Adheres to standards of confidentiality
- Uses tact and courtesy with the public
- Observes work hours
- Demonstrates punctuality
- Establishes and maintains effective working relationships with employees, supervisors and public
- Processes requisitions
- Creates purchase orders
- Pays vendors in a timely manner