

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH**

POSITION: Travel Coordinator

SALARY: D.O.E.

DEPARTMENT: Northern Cheyenne Tribal Health

ACCOUNTABLE TO: Executive Finance Officer

**OPENING DATE: November 9, 2023**

**CLOSING DATE: December 7, 2023**

**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 Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lama Deer, Mt. 59043  
**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lama Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**  
**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** Under the general direction of the Budget Officer is responsible to oversee all travel related activities to ensure accordance with the Northern Cheyenne Tribal Health's policies and procedures. Performs all duties of the office to account for all travel related expenditures.

**JOB CHARACTERISTICS:**

**Nature:** This position is directly responsible for coordination and management of the Northern Cheyenne Tribal Health's travel activity for all employees and board members. Must develop and maintain good business relationships with tribal health employees, board members and tribal personnel. Successful applicants may be required to work after normal working hours. Official travel is required.

**Personal Contacts:** Daily contact with the Tribal Health Administration, Budget Office Staff, Tribal Health Employees, Board Members, Central Finance Department Personnel and Travel Agents.

**Supervision received:** Receives limited instruction from the Executive Finance Officer.

**Supervision Exercised:** None.

Essential Functions: Position requires the ability to make decisions, communicate by written and oral means, operate a computer, calculator, coordinate and monitor travel tasks and travel log.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Accountable for the timely and efficient performance of all travel activity associated with the Board of Health. These tasks include:

- Trains supervisors and staff on travel process.
- Ensures the timely submission of travel requisitions and trip reports.
- Verifies vendor payment to travel agents prior to processing.
- Monitors travel log; monitors PC files and documents.
- Coordinates with other departments and travel agencies in responding to inquiries regarding travel issues and concerns; maintains stock of printed travel forms.
- Receives and review trip reports verifying appropriate documentation in compliance with Tribal Health's policy; ensures accuracy of vouchers in accounting for travel advances or prepaid expenses.
- Reviews and ensures employee and supervisor.
- Reviews and ensures employee and supervisor signatures on travel forms;
- Prepares Vouchers for Travelers
- Research flight fares and schedules.
- Coordinate air/land itineraries.
- Booking hotels and ground transportation.
- 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.
- Assignment of other various duties and tasks as assigned.

JOB REOUIREMENTS:

Knowledge: This position requires knowledge of.

- Accounting and/or bookkeeping practices.
- Verbal and written communication skills.
- Organization/planning skills.
- Interpersonal/human relations skills.
- Ability to operate personal computers.
- Ability to attend to detail.
- Ability to handle high volumes of transactions.

EDUCATION AND EXPERIENCE:

- Associate degree with knowledge in accounting and/or bookkeeping
- Three (3) years of related work experience in a Tribal Administrative Health, Specifically PL 93-638, financial management environment.