

**NORTHERN CHEYENNE TRIBE  
CENTRAL FINANCE  
JOB ADVERTISEMENT**

**POSITION:** Travel Reconciliation Clerk

**SALARY:** \$18.41/hr – 21.41/hr

**DEPARTMENT:** Central Finance

**ACCOUNTABLE TO:** Treasurer or Designee

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

**OPENING DATE:** June 8, 2022

**CLOSING DATE:** June 22, 2022 at 4P.M.

**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, Lame 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, Lame 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:**

This position **will assist** all travel related matters 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 supervision.
- 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.