

**NORTHERN CHEYENNE TRIBE
CENTRAL FINANCE**

POSITION: Accounting Clerk Federal Programs

SALARY: \$16.54-18.54 per hour

DEPARTMENT: Central Finance

ACCOUNTABLE TO: Treasurer or Designee

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

OPENING: April 11, 2024

CLOSING: April 24, 2024 at 4PM

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:

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 or designee.

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.

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**.

JOB PERFORMANCE STANDARDS:

- Review and enter cash receipts to the accounting system
- Maintains historical files of non-routine receivable and payables
- Reviews and reconciles General Ledger T-accounts.
- 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