

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL DEPARTMENT FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: cory.clairmont@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Cash Receipts Clerk

LOCATION: Tribal Credit Office
Pablo, MT.

WORK SCHEDULE: Monday through Friday
8:00 am to 4:30 pm

SALARY: \$12.18 to \$14.05 per hour

CLOSING DATE: Thursday, September 5, 2019 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

DUTIES:

- Responsible to receive all loan payments, issue hand receipts and run receipts from the computer. Enter all payments on Sharetec program and enter all non-cash payments on Excel and print daily transaction review report. Responsible to balance cash and checks received with the Sharetec transaction review. Prepare payments received for bank deposit.
- Responsible to inquire directly to payer, which loan they are making payment on, or, make contact with payer if they do not indicate which loan they are paying on.
- Responsible to send reminders to payers to indicate which loan they are paying on.
- Responsible to issue payment books for long term, short term, and educational loans.
- Responsible to assist with filing receipts.
- Responsible to assist with the incoming phone calls.
- Responsible to assist with receptionist duties.
- Responsible for other duties that may be assigned.

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- Must possess high school diploma or equivalent.
- One (1) year work experience equivalent to Administrative Clerk/Typist I.
- Must have cash handling experience.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW)

- Knowledge of basic modern office practices and procedures.
- Basic knowledge of clerical and accounting practices and procedures.
- Strong mathematical skills required to make change for loan payments received.
- Skill in operation of office machines, such as computer, cash register, typewriter, calculator, copy machine and FAX machine.
- Ability to perform a variety of clerical work requiring some exercise of independent judgment.
- Ability to establish and maintain effective working relationships with other employees, departments, and the general public.
- Ability to follow written and verbal instructions and to communicate effectively verbally and in writing.
- Ability to maintain confidentiality.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran' preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Department, P.O. Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1259.

FOR MORE INFORMATION:

Contact: Lorma Sloan, Tribal Credit Office at (406) 675-2700 Ext. 1093.

CASH RECEIPTS CLERK/ TRIBAL CREDIT DEPARTMENT

The successful applicant must possess a high school diploma or GED and possess one (1) year of work experience equivalent to an Administrative Clerk/Typist I. Must have cash handling experience. All applicants must submit a Tribal application, copy of relevant academic transcript, proof of enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of DD214 must be submitted. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** Salary range \$12.18 to \$14.05 per hour, plus benefits. To apply, contact Personnel at (406) 675-2700 Ext. 1259. Tribal applications are also available online at csktribes.org. Closing date is Thursday, September 5, 2019 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

1. **Thursday, August 22, 2019.**
2. **Thursday, August 29, 2019.**

**BILL TO: TRIBAL CREDIT DEPARTMENT
P.O. BOX 278
PABLO, MT. 59855**

**If you have any questions, feel free to contact Cory Clairmont @ (406) 675-2700, ext. 1041.
FAX#: (406) 675-2711 or E-Mail: cory.clairmont@cskt.org**