

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: AP/AR Bookkeeping Specialist

LOCATION: Tribal Health Department – St. Ignatius

SALARY: \$24.24 - \$27.86 per hour, plus benefits - May be employed under contract

CLOSING DATE: Thursday, April 4, 2024 at 5:30 p.m. (MST)

GENERAL DESCRIPTION OF WORK:

The AP/AR Bookkeeping Specialist performs a variety of financial management functions and duties under the direction of the Financial Officer within the Business Office of THD. However, the usual and regular working situation of the position allows collaborating with the Department Head, Directors, Division Managers and Program Managers. The activities for carrying out duties include, planning, financial forecasting, organizing cost information, billing process, grant, contract and compact tracking and reporting, etc. The position provides technical assistance to division and/or programs to insure compliance with established regulations, guidelines, policies and procedures. The position performs a variety of financial management functions and duties including processing payments and assisting as a travel facilitator for THD Staff. Duties of the position include, but are not necessarily limited to, the following:

Carry out financial management duties including maintaining the financial records for grants, contracts, compact and other funds. Prepares monthly financial reports, performs budget monitoring and analysis, participates in the annual budgeting process, etc.

Maintains accounts for over 25 separate program accounts for THD on the computerized financial management system in multiple fiscal years. Processes purchase orders, assigns account numbers, enters information into the computer, reconciles THD accounts to the Tribal account balances, processes account certifications to Contracts and Grants. Assists with budget development for contracts and grants administered by THD. Insures deadlines are met. Tracks outstanding receivables, develops a methodology to collect all amounts in a timely manner.

Assures proper cash handling per CSKT policy. Responsible for the receipting of funds for THD. Ensures that funds are deposited to appropriate accounts and prepares schedule of collections. Assists in maintaining the third-party revenue account with the Tribes.

Works with cost report consultant to generate the required detailed information and specific reports used for the purpose of completing and submitting the Medicare cost report.

Serves as a travel facilitator for THD staff. Insures appropriate motel, airline and registration reservations, etc. are made. Distributes travel checks prior to trip departure. Monitors the paperwork of the traveler to see that all receipts for expenses and the trip narrative report are attached to the Expense Summary of the Travel Authorization/Voucher and submitted to the Tribal Accounting Office. Maintains a travel file for all travel performed by THD staff. Notifies appropriate Directors and Division Mangers of their staff whom are delinquent.

Maintains log of all contracts initiated, ensure that they are complete with forms, insurance and other required documentation and signatures. Forwards the entire package to the Contracts and Grants Office.

Provide financial and administrative guidance to the THD Department Head, Directors, Division Manager and Program Manager in the procurement of goods and/or services and the purchase of capital and non-capital equipment.

Provides records management for accounts payable files. This includes organization and design of files, filing and storage systems, records retention and disposal, access procedures and automation.

Is knowledgeable of vendors and various other discounts and implements a program to ensure that all benefits to THHS are maximized. Ensure that policies regarding vendor selection are adhered to, including the Tribal Indian Preference Policy.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Associate degree in accounting or an equivalent combination of education and experience.
- Must possess a valid driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts or certifications
3. Copy of valid driver's license
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cslt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Nickie Trahan at THD (406) 675-2700 Ext. #5023