

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 675-2711  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Finance Assistant

**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT

**WORK SCHEDULE:** Monday thru Thursday – 7:00 a.m. to 5:30 p.m.

**SALARY:** \$14.56 to \$16.83 per hour

**CLOSING DATE:** Thursday, April 4<sup>th</sup>, 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 month probationary period.**

This position is an integral part of the Finance Department of the Salish & Kootenai Housing Authority and is responsible for assisting with multiple components of the department. This position's priority and responsibility is to insure all assignments are done in a timely and accurate manner. Assignments include routine bookkeeping and clerical accounting duties involving the accounts receivable system, the accounts payable system and a variety of other accounting related activities. This position requires a great deal of organization and independent work activities. Position works closely with the Finance Manager, CPA and Finance Department staff. This position performs related work as required, using specialized knowledge to assist technical, skilled and management decisions. Duties within this position are performed to ensure internal control according to department policies and procedures.

**Work activities under this system include, but are not limited to the following:**

- Responsible for implementing work activities according to established policies and procedures.
- Responsible to provide backup for the Accounts Receivable Coordinator, as needed, which would include all cash receipt duties and daily deposits, ensuring amounts are credited to the appropriate accounts.
- Responsible to provide backup for the Accounts Payable Specialist, as needed, which would include preparing purchase invoices, recurring purchase journals and processing accounts payable checks.
- Responsible for filing Finance Department documents according to established procedures, retrieving information for use by the department, as needed.
- Receives signed accounts payable checks and remittances from the Accounts Payable Specialist and processes the checks for distribution and stamps all invoices paid and returns to the Accounts Payable Specialist for filing.

- Assist Accounts Payable Specialist with data entry for recurring purchase journals and purchase invoices for accounts payable, as needed.
- Assist Accounts Receivable Coordinator with research and adjustments to customer accounts and with printing, sorting and mailing of monthly billing statements.
- Receive and distribute all Finance Department incoming mail and deliver outgoing mail at least twice daily.
- Responsible for entering data from monthly inspector logs and water/sewer job journals in to spreadsheets and entering into accounting system then reviews edit lists to ensure entries are accurate and forwards to CPA for approval and posting.
- Assist Finance Manager and CPA with the preparation of miscellaneous excel spreadsheets and other financial data, as needed.
- Assist the Finance Manager and CPA with the annual audit preparation, gathering information as needed or requested.
- Assist the CPA and Grants-Accounting Specialist with the monthly general ledger and financial statement reconciliation, as needed.
- Assist all Finance Department personnel with file organization, sorting and scanning of documents.
- Organize and prioritize work using knowledge of current office technology and business methods, personal computer and Navision applications. The above is not intended to be all-inclusive or restrictive.

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

1. High school diploma or equivalent plus three years of accounting related experience, or any equivalent combination of experience and/or education from an accredited college or university from which accounting knowledge, skills and abilities have been achieved.
2. Position will require the individual to be bonded.
3. Must possess a current, valid Montana driver's license with no alcohol related convictions for the last three years.
4. Must be willing to travel out of the area for training.

**DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request copy of position description for full details.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcript/training certificate.
3. Copy of current valid driver's license.
4. 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:** Cynthia Matt, Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700 Ext. 1043.

**FOR MORE INFORMATION:**

Contact Jody Perez @ Salish Kootenai Housing Authority @ 406-675-2700 Ext. #1543.

**FINANCE ASSISTANT  
SALISH KOOTENAI HOUSING AUTHORITY**

The successful applicant must possess a High school diploma or equivalent plus three years of accounting related experience, or any equivalent combination of experience and/or education from an accredited college or university from which accounting knowledge, skills and abilities have been achieved. Position will require the individual to be bonded. Must possess a current, valid Montana driver's license with no alcohol related convictions for the last three years. Must be willing to travel out of the area for training. All applicants must submit a Tribal employment application, copy of relevant academic transcript/training certificate, a copy of current valid driver's license, proof of enrollment from a federally recognized Tribe if not from CSKT and if claiming Veteran's preference, a copy of the 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 month probationary period.** Salary range is \$14.56 to \$16.83 per hour, plus benefits. To apply, contact Personnel at 406-675-2700 Ext. 1043. Tribal applications are also available on-line at [csktribes.org](http://csktribes.org). Closing date will be Thursday, April 4<sup>th</sup>, 2019 at 5:30 p.m.

**CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER**

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**PLEASE PUBLISH IN CHAR KOOSTA CLASSIFIED ADS:**

1. **March 21<sup>st</sup>, 2019.**
2. **March 28<sup>th</sup>, 2019.**

**BILL TO: SALISH KOOTENAI HOUSING AUTHORITY  
P.O. BOX 278  
PABLO, MT 59855**

**If you have any questions, feel free to contact Shelley Grenier @ (406) 675-2700, ext. 1042.  
FAX: (406) 675-2711 or E-Mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**