

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
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*****VACANCY ANNOUNCEMENT*****

TITLE: IIM Accounting Clerk
LOCATION: IIM Department
SALARY: \$16.41 to \$18.86 an hour
CLOSING DATE: Thursday, May 30, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. *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.*

The incumbent performs the administrative support work of the IIM Office. Examples include establishing and maintaining files and records; receiving and directing visitors and telephone calls; scanning of information into paper clip; receiving and distributing mail; respond to written beneficiary requests received in the mail/email/fax; maintaining all office logs; responsible for stock of office supplies and purchases. Process AFM one-time disbursement requests, and address updates utilizing the Trust Funds Accounting Systems. Responsible for timely processing of IIM disbursements. Provide the status for beneficiaries who are inquiring about a trust service (Such as IIM Account Balance, IIM Account Statements, Land sale, Probate).

DUTIES INCLUDE:

- Uses a computer to prepare a variety of correspondence, administrative, and technical documents, utilizing an assortment of clerical software. Responsible for determining the most effective way to display information, accuracy, format, spacing, spelling, punctuation, guidelines, and policies. Works with word processing, spreadsheets and Automated Trust Funds Accounting Systems. Will log all beneficiary contacts in Service Manager.
- The incumbent will be responsible for establishing; maintaining and safeguarding all trust records in conjunction with other field staff, (these files include all trust records of account establishment and maintenance through retirement of records to the appropriate records depository). Ensures compliance with Freedom of Information Act (FOIA) and the Privacy Act and regulations to maintain the confidentiality of trust funds, documents and records; and auditing records and files periodically to ensure all transactions are processed in accordance with Federal Regulations and BTFA policies and procedures.
- Must provide effective customer service to all beneficiaries. Must maintain good effective working relationship with all Co-Workers, Other Tribal Employees, The Tribal Membership, Bureau of Trust Funds Administration Employees, and Individuals in the private sector.

- Position will be the IIM Accounting Technician back-up, duties include but are not limited to updating minor IIM Accounts, Processing Disbursement requests for Minor and Supervised IIM Accounts, IIM Account Clean-up, prepares all work-tickets and back-up documentation needed for IIM and Tribal Account Maintenance and will perform other duties as required. The position is subject to a security clearance and background suitability investigation and determination requirement and must complete and keep in compliance with FISSA+ Privacy and Records Management Training.

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

- High School Graduate or GED Equivalent required. One year of Accounting courses above the High School level or equivalent combination of training and experience.
- Working knowledge of basic office practices and procedures, knowledge of clerical development, Accounting Principles, and basic working knowledge of the tribal accounting system. Must be familiar and keep in compliance with the Freedom of Information Act and Privacy Acts.
- Basic skills in operation of computers and a variety of office equipment, such as; copying machine, 10-key, calculator, and fax machine.
- Ability to gain personal knowledge of each individual Indians account to determine status of competency and eligibility to withdraw funds in line with existing Federal Regulations. Ability to follow oral and written instructions, able to establish and maintain effective working relationships with each individual, and must have the ability to interpret policies and procedures. Must maintain a high level of confidentiality on all documents that flow through the IIM Accounting Department.
- If you are selected for this position, you will be required to complete a "Declaration of Federal Employment", (OF-306), prior to being appointed to determine your suitability for Federal employment and to authorize a background investigation. (MOU, CSKT & OST) Failure to answer all questions truthfully and completely or providing false statements on the application may be grounds for not hiring you or dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. code, Title 18, section 1001).

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- ✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. Copy of the DD214, if claiming veteran's preference.

- ❖ **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

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

FOR MORE INFORMATION: Contact Jenalei Weatherwax, IIM Trust Accounts Manager @ (406) 675-2700 Ext. #1015