



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Procurement/Property Management Specialist
EMPLOYER: Eastern Shoshone Tribe - Finance
SALARY: DOE
OPENING DATE: May 8, 2018 **CLOSING DATE:** May 21, 2018

QUALIFICATIONS:

- An Associate's Degree from an accredited college or university with an emphasis in accounting, business, or procurement.
- OR Two years of employment experience with procurement and purchasing systems.
- Must have experience with a computerized accounting system.
- Valid Wyoming driver's license.
- Competencies in basic arithmetic, problem solving, general office procedures, methods, equipment, including internet, and e-mail.
- Working knowledge of Microsoft Office applications; formatting, maintaining spreadsheets, 10-key calculator, fax, scan and copy machines.
- Accurate recordkeeping and data entry skills required.
- Past employment must demonstrate exceptional organizational capabilities, outstanding customer service, and professional working relations.
- **MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE FINANCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.
- Qualified Indian and Veterans preference will apply in compliance to the Eastern Shoshone Personnel Policies and Procedures.

DUTIES AND RESPONSIBILITIES:

- Project, narrative, statistical and special reports as may be required by the Chief Finance Officer, funding agencies, programs and other entities.
- Works as part of the Finance department to organize, streamline and maintain procurement function and process.
- Oversees purchases, receipt and storage of supplies, materials, equipment and files.
- Maintains log of and oversees receipt and distribution or disposal of surplus equipment, supplies materials and files according to policies and procedures of both tribal and grant regulations.
- Carries out annual fixed asset inventory of equipment and capital asset inventory

according to both tribal and gran requirements; may be required to work with outside agencies to complete annual fixed asset inventory.

- Receives purchase requisitions; verifies specifications and requirements with requesting office/program; compares costs and evaluates the quality and suitability of supplies, materials, and equipment; determines and initiates bidding process, locates source of supply, establish supplier alliance, and places order; processes requisitions and purchase order utilizing vendor source lists, review completed purchase order and contracts for conformance to established policies and procedures.
- Works with Procurement Receiving Clerk to ensure completed purchase order are given to them for incoming deliveries.
- Responsible for management of Tribal vehicle fleet; ensure vehicles have current registration and proof of insurance on board, ensure tags are current, keeps up to date tribal vehicle fleet files. Receives and works with insurance company on accident claims.
- Responsible for management of all tribal property; updates insurance, files and claims.
- Works with the Finance department and the Tribal Attorney General office in regards to claims, leases/rentals, and vendor contracts for the Eastern Shoshone Tribe.
- Assists and works as part of the Finance department to help with annual audit.
- Helps and ensures procurement policies and procedures are up to date.
- Cross trains back person and acts as back up when needed.
- Other related duties as assigned.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to dshoyo@easternshoshone.org or faxed to 307-332-9883 until 4.45 PM on the closing date. Supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Indian preference applies.

Applicants who have a current application on file, must submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.