



*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: Receiving Clerk
DEPARTMENT: Finance
SUPERVISION: Chief Finance Officer
SALARY: DOE
OPENING DATE: May 7, 2019 **CLOSING DATE:** May 20, 2019

POSITION SUMMARY:

The receiving clerk is a clerical position that verifies and maintains records on incoming and outgoing shipments, prepares items for shipment and administers travel reconciliation for the Eastern Shoshone Tribe.

DUTIES AND RESPONSIBILITIES

1. Receives and verifies incoming shipments for supplies, materials, and equipment.
2. Maintains a log of when items are received.
3. Coordinates with the Procurement Management Specialist to follow up on purchases to ensure timely receipt of items.
4. Distributes and re-routes equipment for supplies to the purchase order requestor or next destination.
5. Ensures the packing slip is signed, dated and verifies that items have been received in proper quality and quantity.
6. Communicates with vendors for damages, errors or missing items in a shipment.
7. Maintains an orderly storage of items until the items are re-routed or shipped back, due to damage and ensures the proper credits are issued back to the Eastern Shoshone Tribe.
8. Organizes and maintains a filing systems of incoming invoices, receipts, open purchase orders and travel expense reports.
9. Match necessary receiving documents to purchase orders and submit completed purchase orders to Accounts Payable for payment.
10. Set up new vendors and verify vendors through the sam.gov for clearance.
11. Assists Accounts Payable Specialist with end of the year reconciliation and 1099 preparation.

12. Reviews and reconciles travel advances to travel expense reports in accordance to the Eastern Shoshone Tribe's policies and procedures.
13. Prepares transactions to properly record and enter approved adjustments into the accounting system after reconciliation.
14. Assists with the annual financial audit.
15. Will be crossed train with other financial positions as needed.
16. Perform other duties as assigned to maintain and enhance the operation of the department.

QUALIFICATIONS

- Must have a high school diploma or GED.
- Associated Degree in Office Technology, Accounting, Business
- Or 4 years of experience in Accounting or Administrative Assistant duties.
- Must have working knowledge of computers for entering and scanning data.
- Must possess excellent organizational and communication skills.
- Must be able to lift 20-30 pounds.
- 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, conversation, etc.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
 - Applicants that state "See Resume " for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
 - Applications are available online at easternshoshone.org and can be sent via email to menos@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.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.