



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Utility Billing Clerk/Administrative Assistant
DEPARTMENT: Shoshone Utilities
SUPERVISION: Utilities Director
SALARY: As Budgeted
OPENING DATE: December 14, 2020 **CLOSING DATE:** December 29, 2020

POSITION SUMMARY:

This position provides administrative support, coordinates delinquent utility billing notices, utility collections, and provides recordkeeping and customer service functions for the Shoshone Utilities Department.

DUTIES AND RESPONSIBILITIES

- Serves as a primary point of contact for the Shoshone Utility Department, customers and other agencies.
- Assists customers with complaints, questions, and customer follow-up account research.
- Set-up new customer accounts in the Quick Books and CUSI software; maintains accurate account information and records in the Quick Books and CUSI Software for current customers.
- Prepares and mails customers monthly billings and statements for water, sewer, cistern and propane.
- Receives daily customer payments, provides receipts and accounts for all daily income.
- Balances cash drawer daily and verifies amount with the Utilities Director for deposit the Shoshone Finance department.
- Works with other Tribal Programs concerning water, sewer, cistern delivery and propane delivery.
- Coordinates the communication for delinquent accounts, final notices, shut-off notices, turn-on notices, and payment schedules.
- Maintains administrative record keeping system, calendar of events, appointments and meeting for the Utilities Director.
- Processes purchase requisitions, invoice payments to the Shoshone Finance Office on a weekly basis; closes purchase orders upon the approval of the Utilities Director.
- Maintains accurate budget balances for line-items and blanket purchase orders.
- Maintain incoming and outgoing Tribal correspondence including the daily processing of incoming and outgoing mail.

- Operates a variety of office equipment. Assures the office equipment receives proper maintenance and keeps adequate supplies on stock (toner, batteries, copying paper, filing supplies, etc.).
- Performs other duties as assigned to maintain and enhance the operation of the department.

QUALIFICATIONS

- High school diploma or GED.
- A certificate of office technology or higher from an accredited educational institute or three (3) years of successful bookkeeping and administrative experience.
- Must be willing to learn QuickBooks and the CUSI Billing Software.
- Strong computer skills with Microsoft Word, Excel, and data entry.
- Must have strong written verbal and interpersonal communication skills.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, 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 saragon@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 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.