



*Shoshone Tribe Service Station
PO Box 764
Fort Washakie, WY 82514
Phone: (307) 332-2906*

JOB OPENING

POSITION: FINANCE CLERK
DEPARTMENT: SHOSHONE TRIBE SERVICE STATION
SUPERVISION: DIRECTOR
SALARY: DOE
STATUS: Permanent/Full-time
OPENING DATE: October 4, 2021 **CLOSING DATE:** October 25, 2021

POSITION SUMMARY:

As a finance clerk, you will be required to update and maintain our financial database and records, perform regular audits and account reconciliations, and provide customer support. You will be responsible for various accounting and clerical tasks related to the maintenance and processing of accounts payable, accounts receivable and payroll transactions. You should be mathematically and analytically minded and demonstrate accuracy in your work. Demonstrate detailed knowledge of accounting and bookkeeping processes and be able to quickly identify financial discrepancies. Have the ability to apply principles of accounting to analyze financial information and prepare financial report by performing the following duties.

DUTIES AND RESPONSIBILITIES:

- Preparing and processing financial documents for AP, AR and payroll.
- Updating and maintaining the database, financial records, and filing systems.
- Tracking and monitoring financial transactions.
- Reviewing financial records, documents, and information to ensure their accuracy.
- Performing account reconciliations and audits.
- Reporting financial discrepancies, errors, and customer complaints to the Director.
- Compile financial spreadsheets, reports, statements, and other documents, as needed.
- Providing customer service by answer questions and resolving queries and issues.
- Performs on a daily basis filling out forms, filing, and answering phone calls and emails.
- Analyzes financial information detailing revenue vs. expenditures and other reports to summarize and interpret current and projected financial position for Director.
- Preparation, review and help with coordinating yearly audits and Assists in the closing of the fiscal year end books as needed.
- Monitors compliance with generally accepted accounting principles and procedures.
- Maintain a regular attendance.
- Must be very good with numbers and calculations.
- Manage time well in order to reach deadlines in preparation of financial details.

- Organizational and planning skills and ability to problem solve.
- Good computer skills and knowledge of computer accounting packages.
- Accuracy and precision in preparation of accounting details.
- Good communication skills in order to communicate with employees and Director.
- Familiarity with office procedures and basic bookkeeping or accounting principles.
- Perform other related duties as assigned.

QUALIFICATIONS:

- High school diploma or GED.
- Bachelor's degree in finance, accounting, or similar.
- A minimum of 2 years of experience working as a financial clerk.
- Proficiency in MS Office, formatting, maintaining spreadsheets and accounting software.
- Excellent financial and mathematical skills.
- Good understanding of financial and bookkeeping processes and practices.
- Excellent verbal and written communication skills.
- The ability to provide excellent customer service.
- Strong organizational and time management skills. The ability to prioritize work and work independently.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Shoshone Service Station, 3 North Fork Road or by mail to P.O. Box 764, Ft. Washakie, WY 82514.
- 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.