



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

NOTICE OF EMPLOYMENT

POSITION: Accounts Payable Specialist/ Office Clerk
DEPARTMENT: Shoshone Finance
SUPERVISION: Chief Financial Officer
SALARY: \$17.00 per hour
STATUS: Permanent Full- Time
OPENING DATE: September 13^h, 2021 **CLOSING DATE:** September 27th, 2021

POSITION SUMMARY:

The 477 accounts payable Specialist ensures all payments are made to creditors. Responsible or various accounting and clerical tasks related to the maintenance and processing of accounts payable transactions. Also provide administrative and clerical support to ensure the efficient operation of the department of the office.

DUTIES AND RESPONSIBILITIES

- Enters 477 data into the system and issues all 477 checks for accounts due.
- Sorts and matches invoices and checks for 477 Program to ensure payments are mailed out on a timely manner.
- Maintains financial files and records for 477 Program payable accounts.
- Assist with preparing for annual audit.
- Works with procurement to help review, update and maintain purchase orders for 477 Program until they are closed.
- Enter Data into system and issues checks for all rush/emergency requisitions or check requests.
- Help with vendor filing for Accounts Payable.
- Takes in prepared cash and check payments to the bank for deposit.
- Enters prepared and approved adjusting journal entries for various staff within office when needed.
- Processes photocopying, scanning and faxing.
- Sends and responds to emails.

- Help handle inquiries from customers and Program Directors/Managers.
- Cross trains with Office Manager, Accounts Payable Specialist, and Receivable Specialist and acts as back up when needed.
- Maintain a regular attendance.
- Helps assist Accounts Receivable Specialist where needed.
- Perform other related duties as assigned

QUALIFICATIONS:

- Must have a High School Diploma or GED.
- A certificate of office technology or (2) two years of employment experience with office procedures and basic bookkeeping.
- Working knowledge of Microsoft Office applications; formatting, maintaining spreadsheets, 10-key calculator, and office equipment.
- Accurate recordkeeping and data entry skills required.
- Must have customer service skills and be a team player.
- Must have a valid driver's license
- Must maintain strict confidentiality of all information processed through the Finance 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 rferris@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. 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.