



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

NOTICE OF EMPLOYMENT

POSITION: Procurement Clerk
DEPARTMENT: Eastern Shoshone Tribe's 477 Program
SUPERVISION: Eastern Shoshone Tribe's 477 Program Director
SALARY: Depending on Experience
OPENING DATE: September 5, 2023 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Procurement Clerk for the Eastern Shoshone Tribe's 477 Department is responsible for keeping track of inventory and placing orders for the department. This position is under the supervision of the Department's Director.

DUTIES AND RESPONSIBILITIES

- Assists management with overseeing the procurement of 477 Department property and services.
- Provides recommendations to management regarding practices and compliances.
- Follows procurement process, procedures, generally accepted accounting principles and grant funding requirements.
- Runs reports from the MIP Tribal Accounting System (Read Only), Tribal Assistance System (TAS) and Crystal Reports.
- Experienced and well versed with Tribe's chart of accounts, accounting system and the programs allocation of administrative and direct services accounts.
- Tracks actual expenditures, revenues and program bank balances.
- Prepares cash summary and cash flow reports of the programs administrative and direct service accounts.
- Keeps secured detailed file records of all program purchases, client payments, supportive services and pay invoices.
- Tracks inventory and orders program supplies and equipment. Maintains inventory records, with scheduled onsite checks for equipment purchases.
- Cross trained with the major job duties of the Benefits and Intake Specialists.
- Enters and manages client information in the TAS database.
- Manage various types of client documents and files.

- Handles accounting and client data with a high responsibility level of responsibility for accountability and remains in compliance with generally accepted accounting principles.
- Other duties as assigned.
- Reports to the 477 Program Director.

QUALIFICATIONS:

- Associates Degree in accounting or business.
- Equivalent of at least 3 years of experience, with training or education in related fields.
- Strong skills in Microsoft Office and Excel
- Strong skills in Financial Program specific data environments.

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.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS. ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.

