



*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 Department
SUPERVISION: Eastern Shoshone Tribe's 477 Department Director
SALARY: Depending on Experience
OPENING DATE: September 10, 2025 **CLOSING DATE:** October 10, 2025

POSITION SUMMARY:

The Procurement Clerk for the Eastern Shoshone Tribe's 477 department 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 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, with training or education in related fields.

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 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 lmorgan@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 AND 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.