



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

DATA ENTRY CLERK (TERM)

Position Description

Opens: March 01, 2022			
Closes: March 04, 2022			
Department:	Accounting	Reports to (title):	Accounting Supervisor
Job Code:	N-5	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$10.74 Mid: \$13.425 Max: \$16.11	Supervises:	No
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Term-Not to exceed 90 days	Effective Date:	02/15/2022
		Revised Date:	02/15/2022

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Data Entry Clerk is responsible for all A400 systems operating functions of the Bois Forte RTC.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Maintain the Reservation IBM AS400 in secure environment.
2. Keep AS400 computer equipment clean and in good working condition.
3. Establish password controls and system security for the AS400 as deemed necessary by the comptroller.
4. Regularly perform AS400 system back-ups and maintain back-up files in a safe place.
5. Develop and maintain Disaster Recovery Plan.
6. Process payroll timecards, accounts payable vouchers, cash receipts and journal entries when submitted.
7. Meet deadlines as appropriate.
8. Run edit and return to appropriate individuals for review.
9. Run payroll and accounts payable checks when authorized.
10. Keep checks safe and limit access.
11. Record beginning and ending number of checks used in the check log.
12. Return blank checks to locked file.
13. Submit checks to the individuals responsible for signing checks.

DATA ENTRY CLERK (TERM)

Position Description

14. Print reports as requested by accounting staff, including but not limited to general ledgers, financial statements, payroll and accounts payable reports.
15. Train accounting staff in use of AS400 hardware and software.
16. Other duties assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|--|
| Experience: | <ul style="list-style-type: none">• One to three years related experience. |
| Education: | <ul style="list-style-type: none">• High school diploma or GED equivalent. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to exercise tact in maintaining effective work relationships with various employees, clients and vendors.• Requires extreme accuracy and timeliness in all phases of work.• Ability to clearly communicate with others in speech and in writing.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.• Knowledge of basic accounting principles, good math skills and computer proficiency.• Knowledge of Microsoft Office Suite; Microsoft Word; Microsoft Excel; design software; internet software.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components).• Use/storage/maintenance of multiple usernames and passwords.• Use of Windows Explorer (electronic file-handling).• Computer-related problem-solving skills through the use of available trainings and help desk.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.• AS400 experience desirable but not required.• Computer experience, keyboarding by touch required.• Knowledge of accounting desirable but not required. |

PREFERRED QUALIFICATIONS

- None

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

DATA ENTRY CLERK (TERM)

Position Description

- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Check:** This position is subject to a criminal background check and a Fair Credit and Reporting Act (FCRA) check. Candidates must successfully pass all required background checks in order to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.
- Vaccine Requirement:** The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.