



Bois Forte Band of Chippewa

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

ACCOUNTING CLERK

Position Description

Opens: June 3, 2022			
Closes: June 10, 2022			
Department:	Accounting	Reports to (title):	Accounting Supervisor
Job Code:	N-10	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$15.64 Mid: \$19.545 Max: \$23.45	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	05/25/2022
		Revised Date:	05/25/2022

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 Accounting Clerk provides accounting and administrative support in the preparation, processing, maintenance and verification of accounting documents and records for Bois Forte Band of Chippewa.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Maintains files for cash receipt, data entries, and supporting documentation.
2. Reviews check requests for proper signatures, account codes, and supporting documents.
3. Maintains airline travel reservations, hotel accommodations, and car rentals.
4. Maintains data entry for cash receipts for all programs.
5. Maintains copies of valid driver's licenses and automobile insurances.
6. Assists with administrative accounting duties.
7. Enters accounts payable checks and bi-weekly payroll checks.
8. Performs Accounts Payable Clerk, Payroll Clerk, and Courier duties when needed.
9. Trains staff on proper travel policies.
10. Maintains travel advances and travel expense files.

Position Description

11. Follows upon unreconciled travel advances.
12. Work a Pow Wow.
13. Performs other duties as 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 |
| License/Certification | <ul style="list-style-type: none">• None |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to make calculations and tabulations and review accounting and related documents accurately and rapidly; prepare clear and accurate financial records, reports and statements.• Knowledge of methods, practices, documents and terminology used in financial and accounting record keeping and practices and procedures of basic governmental budgeting and accounting.• Ability to perform basic math calculations such as addition, subtraction, multiplication, division and basic algebra.• Ability to operate a computer using spreadsheet and financial accounting software; ability to operate a calculator or adding machine and other standard office equipment.• Ability to understand and carry out written and oral instructions; communicate clearly and concisely both orally and in writing; establish and maintain highly effective working relationships.• Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner.• Must possess a high degree of integrity and trust along with the ability to work independently.• 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. |

PREFERRED QUALIFICATIONS

- None

WORK ENVIRONMENT

Position Description

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.
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 Investigation:	This position is subject to a criminal history 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.

ACCOUNTING CLERK

Position Description

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: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.