



Bois Forte Band of Chippewa

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

ADMINISTRATIVE ASSISTANT- ACCOUNTING

Position Description

Opens: January 6, 2025 Closes: January 13, 2025			
Department:	Accounting	Reports to (title):	Chief Financial Officer
Job Code:	N-8	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$15.15 Mid: \$18.94 Max: \$22.72	Supervises:	No
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full- Time	Effective Date:	02/29/2024
Indian Child Protection Background:	No	Revised Date:	02/29/2024
Remote Work:	No		

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, community, visitors, and vendors.
- 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 Administrative Assistant serves as administrative support for management and staff to improve the overall operations, effectiveness, and efficiency of the organization.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Schedules and coordinates administrative support activities.
2. Receives, reviews, and distributes correspondence to the appropriate department or managers for action and/or response.
3. Ensures timely action by securing and assembling reports or information, as requested, or required by others.
4. Organizes and maintains files, records, manuals, policies and procedures, and other documents.
5. Utilizes types of software (spreadsheets, graphics, etc.) to process and produce documents, which require complex formats in support of the office functions.
6. Transmits and receives various information via electronic mail messages. Ensures proper clearance is obtained and prints hard copies and/or routes to appropriate employees.
7. Assist Management to meet objectives and obligations of the department necessary to maintain and improve the level or quality of service provided by the organizations.
8. Scans paper records in the share drive as directed in preparation of new software conversion.
9. Assist in various positions in accounting as needed due to absences.

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10. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
11. Performs other duties as assigned, specific to the assigned department.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• No experience necessary. |
| 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">• Excellent communication skills, both verbal and written, are required.• Excellent customer service skills.• Ability to multitask.• Ability to effectively communicate with the public, visitors, and other delegates.• Ability to type 40 wpm with 80% accuracy.• Incumbent may be required to workday, evening, or Holiday shifts.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components).• Knowledge of Microsoft Office Suite; Microsoft Word; Microsoft Excel; design software; internet software.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.• As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.• Ability to perform other duties as assigned. |

PREFERRED QUALIFICATIONS

- One year of experience in a professional office environment.

WORK ENVIRONMENT

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| 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 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors. |
| 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

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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 may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks 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.

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 complete 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.