

# The SHOSHONE-BANNOCK TRIBES

**FORT HALL INDIAN RESERVATION**  
P.O. Box 306  
Fort Hall, ID 83203



## **HUMAN RESOURCE DEPARTMENT**

Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

### **JOB DESCRIPTION**

**TITLE:** Accounting Technician – Backup Position  
**DEPARTMENT:** FINANCE  
**SALARY:** \$15.49-\$18.42 G8-10  
**OPENS:** January 15, 2024  
**CLOSES:** February 2, 2024  
**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### **GENERAL PURPOSE:**

This position provides administrative, clerical, and technical support to Finance Department. The Accounting Technician performs a variety of routine duties and skilled work assignments utilizing knowledge of finance systems, proper office procedures and generally accepted accounting principles.

### **SUPERVISOR:**

The Accounting Technician is under the direct supervision and evaluation of the Chief Financial Officer.

### **DUTIES AND RESPONSIBILITIES:**

Processes and records financial transactions.

Verifies accuracy of data and reconciles errors or inconsistencies.

Sorts and checks mail on an as needed basis.

Acts as a backup for accounts payable.

Assists process invoices/check requests for accounts payable by deadlines.

Acquires and maintains a working knowledge of relevant laws, regulations, policies, standards and procedures; as they apply to generally accepted accounting principles.

Ensures compliance with accounting and auditing requirements.

Notifies program managers in writing and orally of problems and further actions needed on transactions.

Acts as a backup for the Office Assistant and Travel Coordinator. Is efficient at making travel arrangements.

Assists in reviewing timesheets in a timely manner to ensure payroll being completed by close of business on Tuesday on a bi-weekly basis. Working long hours on Mondays is required.

Acts as a backup for the payroll processor. Processes a complete payroll once per quarter. Reviews the bi-weekly change report. Assists payroll processor in running of necessary reports and attach supporting documents to vendor checks. Assists payroll processor in inputting new line items, cash codes, etc. Actively assists in the payroll review process.

Masters the ability to run a complete accounts payable cycle. Answers employee and vendor questions concerning the accounts payable.

Maintains vendor files and subsidiary ledgers.

Assists in the completion and update of the Tribal Accounting Manual.

Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, or graphs; applies what is learned from written material to specific situations.

Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

Expresses information to individuals or group effectively, makes clear and convincing oral and written presentations; responds appropriately to questions or concerns.

Provides quality customer service. Works with others to assess needs, provide assistance, and resolve problems.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Must maintain strict confidentiality of all information processed through the department including records, reports, documents, conversations, etc. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

## **QUALIFICATIONS:**

### **Preferred Educational and Experience Qualifications:**

#### **Grade 9:**

- Must possess all skills and qualifications listed for a Grade 8, plus
- Associates Degree in Accounting or related business degree OR three (3) year's experience.

#### **Grade 10:**

- Must possess all skills listed for a Grade 9, plus
- Five (5) year's experience in bookkeeping or accounting.

### **Minimum Educational and Experience Qualifications:**

#### **Grade 8:**

- Must have a High school diploma or GED.
- Working knowledge of general bookkeeping or accounting principles and practices. Experience of Laserfiche and Springbrook is a plus.
- Must have excellent communication and customer service skills.
- Computer skills must include a working knowledge of word processing and spreadsheets (Excel preferred).
- Must be able to type 50 wpm.
- Must have the ability to work independently, organize and prioritize work and have a good work ethic.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.