

# 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 ANNOUNCEMENT

**TITLE:** 477 FINANCIAL TECHNICIAN  
**DEPARTMENT:** 477 HUMAN SERVICES  
**SALARY:** (\$18.79 – \$21.86) G 10-11/ S 1-3  
**OPENS:** May 13, 2024  
**CLOSES:** May 24, 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:

The 477 Financial Technician will provide payment, procurement, data entry, and clerical duties in support of the 477 Human Services Department.

### SUPERVISION:

The 477 Financial Technician will be supervised and evaluated by the 477 Director.

### DUTIES AND RESPONSIBILITIES:

Process, track, and verify payments to vendors of the 477 Human Services Program.

Perform account reconciliations for expenditures from the correct funding source.

Work with current and new vendors for quotes, bids, ICAs, expenditures, and accounts.

Make P-Card purchases for client services and program operations. Will need to be available to work afterhours in exceptional emergency cases. Responsibilities will be within reason and availability.

Analyze expense reports, solve discrepancies, develop cuff accounts, and track purchase orders of the 477 Program. This includes expenditures for program events, services provided, and comparative data of expenses spent from year to year.

**477 FINANCIAL TECHNICIAN**

**Approved 5/9/24 DA3296**

Consult and give recommendations to director and program managers to ensure fiscal responsibility.

Collate data and prepare budget reports for director and managers when needed for reporting.

Back-up the 477 administrative assistant and file paperwork. This will include uploading payment authorization to the client database and filing hardcopies.

Participate in 477 program activities. This may include afterhours and weekends intermittently. Examples include: Community Activities, Lodge Meetings, & Food Distributions.

**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. Conduct must reflect a professional mannerism that will bring credit to the 477 Human Services Program.

**Performance Standards shall include but not be limited to:**

- General Math Skills related to Accounting, Excel, and Data Entry
- Maintain a professional attitude and appearance
- Dependable, productive, organized, and efficient
- Good verbal and written skills
- Highly adaptable and flexible to do a task at a moment's notice within reason and ability
- An aptitude to ask questions, learn, and develop independence with minimal supervision.
- Be a positive team player and work well with others

**QUALIFICATIONS:**

**Minimum Education, Experience, and Qualifications (Grade 10):**

- High School Diploma or GED required with,
- 2 years of experience preferred
- Must have a valid driver's license and insurable through the Tribes insurance carrier.
- Must be able to acquire a P-Card and be approved through the property department (*This will not be known until prospective employee passes evaluation and approved by the property department*)

**Preferred Education, Experience, and Qualifications (Grade 11):**

- Accounting Degree or certification required with,
- 1 year of experience preferred
- Knowledge of tribal or similar Financial Polices & Property and Procurement Procedures are preferred but not required.
- Knowledge and experience working in administration
- Experience working with cuff accounts on Microsoft Excel or similar software
- Previous experience working in any of these areas for at least 2 years: Procurement, ICA's, Client Services, Vendor Payment, or Accounting

*Step Increase will be based on previous experience and secondary qualifications*

Must successfully pass a criminal background check under the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. 3301

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred

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