

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Vehicle Bookkeeper Fleet Specialist
LOCATION: Property & Supply—Kicking Horse
SALARY: \$21.05 - \$24.19
CLOSING DATE: Thursday, January 23, 2025 at 5:30 p.m. (MST)

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

Administrative position responsible for overall management of Tribal vehicle. When meet with unusual situation this specialist will make decision without advice. This position has full responsible for the entire operations concern the Tribal Fleet. This position prepares projects and constructs the day to day functions, monthly Reporting & Fiscal year budgeting and planning.

- Assist the Manager by Corresponding with the Tribal Departments. Maintains and receives authorization in writing to use the departments account numbers on the Vehicle tracking and monitoring system. Supply back-up to Tribal Departments and keep an open line of communication.
- Assist the Manager by scheduling regular maintenance on all vehicles, and ordering urgent or emergency repairs as needed. Understand the basic vehicle mechanics, including the ability to identify when major repairs are needed
- Assist the Procurement Specialist to establishes and maintains a working relationship with vendors. Resolves discrepancies with invoices and billing when purchasing new vehicles or replacement of vehicles to expand and /or enhance the fleet.
- Assist the Manager and maintains GSA/Tribal vehicle files. Receives, scan's and records ending mileage from GSA/Tribal mileage cards. Prepares monthly report to submit to GSA Helena Center. Separate and calculate monthly GSA vehicle statement and assist the Office Manager when billing the Tribal departments accordingly. Maintains current GSA/Tribal vehicle list updating returned and new vehicles as necessary.
- Assist the Office Manager and maintains vehicle insurance files for all Tribal vehicles. Updates drop/adds and bills quarterly. Separate liability and full coverages yearly. Responsible for preparing invoice, breakout of the invoice per department. Maintain yearly/monthly spread sheets. Then getting that information to the office Manager so the Bills can be paid accordingly.
- Assist the Manager in managing vehicle licensure and registration with Lake Country Treasure office. Ensure the Tribe complies with DOT regulations
- Ensuring all fleet members have proper licensure and up-to-date training, Monitoring Drivers to ensure they are incompliance with Tribal vehicle rules and regulations and practice proper driving habits
- Assist the Manager and performs various clerical duties. Maintain Property and Supply filling system for procurement documents, accounting documents and product catalogs. Keen attention to detail. Be effective have organization skills, time management skill and be able to multi task.

- Assist the Manager as needed to prepare reports, correspondence, memorandums, and assist with other priority projects that Property & Supply may endure. Assist with process improvements and updating the Tribal vehicle rules and regulations
- Assist the Manager and maintains the Tribal vehicle database (Fleet Maintenance Software). Responsible for preparing reports, updating the data in the module on a daily bases in conjunction with the Exxon website. Ordering gas cards and maintains monthly spread sheets and balance the Fuel Clearing Account, GSA Clearing Account & the Car Maintenance Clearing Account. Then get all that info to the Office Manager Monthly. Maintain a filing system for all the vehicle fuel log sheets from the departments.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

QUALIFICATION REQUIREMENTS: (Description of the minimum requirements to perform the work. Qualification requirements should be directly related to the duties and responsibilities.)

Training and Experience

Completion of high school or equivalency. An Associate's Degree in Secretarial Science or related field is desirable. A minimum of 3 years clerical/administrative oriented experience.

Knowledge

Working knowledge of Tribal administrative procedures. Working knowledge of basic accounting and bookkeeping skills. Knowledge of word processing, spreadsheets and database programs for accounting purposes. Knowledge of modern office practices and procedures. Knowledge of supervisory practices and Tribal personnel policies and procedures.

Skills

Skills in operating a computer, typewriter, calculator and other general office equipment.

Ability

Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with others. Ability to perform duties with minimal supervision. Ability to use good judgment in difficult situations.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Delphine Bourdon at (406) 675-2700 Ext. 1051