

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: IIM Accounting Technician

LOCATION: IIM Department
Tribal Complex-Pablo

SALARY: \$18.84 to \$21.66 an hour

CLOSING DATE: Monday, March 2, 2026, at 5:30 p.m.

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. ***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.***

Position Is responsible for maintaining an effective and accurate fiduciary trust system involving Indian Trust Monies held in Individual Indian Money Accounts (11M Accounts) and Confederated Salish & Kootenai Tribes Tribal Accounts. These Indian Trust Fund Management Systems have been put in place by the Bureau of Trust Funds Administration (BTFA) and the Bureau of Indian Affairs (BIA). The primary systems used by BTFA and BIA are the Trust Funds Accounting System —INNOVEST/INNOTRUST (TFAS) and the Trust Asset and Accounting Management System (TAAMS). Close coordination with the staff of BTFA, BIA and compliance with their policies and directives is necessary. The position is subject to a background suitability investigation and determination requirement.

DUTIES INCLUDE:

- Establishes Individual Indian Monies Accounts for new members from requesting CSKT Enrollment office and prepare appropriate memorandums to send to BIA which approves& assigns Individual Indian Money Accounts for each new member. Creates the appropriate work tickets and gathers the mandatory documentation needed to create these new accounts in TFAS In trust per the Bureau of Trust Funds Administrations policies, procedures, and guidelines.
- Responds to inquiries for information concerning activity, balances, etc., from Individual Account Holders by either telephone, fax, email, or letter. Responds to requests for information regarding account information, past history, per policies and procedures from BTFA
- Composes and prepares letters and memoranda in response to incoming correspondence.
- Maintains files and records for over 4,000 Individual Indian Money Accounts. Keeps non-financial and financial files for the current fiscal year or until the Office of Trust Funds Management request the transfer of records to Albuquerque, NM.
- Preps and scans all documents for collections, disbursements, file maintenance, and correspondence into individual accounts holders imaged folders in the PaperClip software filing system before physically filing documents awaiting OTFM's removal. Creates new account holders' folders and drawers as needed. Scans all 11M correspondence, memo's, audits, etc.

- Verifies accuracy of money breakdowns and account information received from the field offices prior to being deposited in the Federal Reserve by the collector.
- On a daily basis, prepares for processing form S-4247, OMB BTFA Form 01-004-Instruction for disbursement of funds and change of address, SF-1047, SF-1N8, and SF-1034 Public Vouchers for Refunds to clear special deposit accounts; journal vouchers, and BIA-4285, Inter-bureau transfers when needed.
- On a daily basis, prepares all work-tickets and back-up documentation needed for the above requests and transmits these documents to OTFM for collections, disbursements, and file maintenance.
- On a daily basis, runs reports and makes inquiries in the TFAS trust systems to see if OTFM had processed the transmitted requests.
- Makes daily contact through email with the Office of Trust Funds Management, either Albuquerque office or Portland Area Office, for information pertaining to daily transactions requested, program updates, new policies or guidelines for work processing.
- Works closely with other tribal offices who need access or Information to the 11M system in the course of their Job. Gives guidance and training to operating systems and policies needed to be followed for proper documentation to insure smooth and timely transactions.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- High School Graduate or GED Equivalent required. One year of Accounting courses above the High School level or equivalent combination of training and experience. Two years of office experience. Must be able to pass a background check.
- Working knowledge of basic office practices and procedures, knowledge of clerical development Accounting Principles, and basic working knowledge of the tribal accounting system. Must be familiar and keep in compliance with the Freedom of Information Act and Privacy Acts.
- Basic skills in operation of computers and a variety of office equipment, such as; copying machine, 10key, calculator, and fax machine.
- Ability to gain personal knowledge of each individual Indians account to determine status of competency and eligibility to withdraw funds in line with existing Federal Regulations. Ability to follow oral and written instructions, able to establish and maintain effective working relationships with each individual. and mast have the ability to interpret policies and procedures. Must maintain a high level of confidentiality on all documents that flow through the 11M Accounting Department.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. Copy of the DD214, if claiming veteran's preference.

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

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

FOR MORE INFORMATION: Jenalei Weatherwax – (406) 675-2700 Ext. #1015