

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
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PERSONNEL OFFICE FAX: (406) 675-2711
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*****VACANCY ANNOUNCEMENT*****

TITLE: Finance Assistant

LOCATION: Salish Kootenai Housing Authority—Pablo, MT.

SALARY: \$16.65 to \$19.14 per hour

CLOSING DATE: Monday, March 23, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and complete a mandatory six (6) month probationary period.**

- This position is an integral part of the Finance Department of the Salish & Kootenai Housing Authority and is responsible for assisting with multiple components of the department. This position's priority and responsibility is to ensure all assignments are completed promptly and accurately. Assignments include routine bookkeeping and clerical accounting duties involving the accounts receivable system, the accounts payables system, and various other accounting-related activities. This position requires a great deal of organization and independent work activities. The position involves working closely with the Finance Manager, CPA and Finance Department staff.
- This position performs related work as required, using specialized knowledge to assist technical, skilled, and management decisions. Duties within this position are performed to ensure internal control according to department policies and procedures. Work activities under this system include, but are not limited to, the following:
 - Responsible for implementing work activities according to established policies and procedures.
 - Responsible for providing backup for the Accounts Receivable Coordinator, as needed, which would include all cash receipt duties and daily deposits, ensuring amounts are credited to the appropriate accounts.
 - Responsible for providing backup for the Accounts Payable Specialist, which would include preparing purchase invoices, recurring purchase journals, and processing accounts payable checks.
 - Responsible for filing Finance Department documents according to established procedures and retrieving information for use by the department, as needed.
 - Receives signed accounts payable checks and remittances from the Accounts Payable Specialist, processes the checks for distribution, stamps all invoices paid, and returns to the Accounts Payable Specialist for filing.
 - Assist Accounts Payable Specialist with data entry for recurring purchase journals and purchase invoices for accounts payable, as needed.
 - Assist Accounts Receivable Coordinator with research, adjustments to customer accounts, and printing, sorting, and mailing of monthly billing statements.

- Receive and distribute all incoming mail to the Finance Department staff and deliver outgoing mail at least twice daily.
- Assist Finance Manager and CPA with the preparation of miscellaneous excel spreadsheets and other financial data, as needed.
- Assist the Finance Manager and CPA with the annual audit preparation, gathering information as needed or requested.
- Assist the CPA and Grants-Accounting Specialist with the monthly general ledger and financial statement reconciliation, as needed.
- Assist all Finance Department personnel with file organization, sorting and scanning of documents.
- Organize and prioritize work using knowledge of current office technology and business methods, personal computer and Navision applications.
- The above is not intended to be all-inclusive or restrictive.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- Must have a high school diploma or equivalent plus two years of accounting-related work experience, or any equivalent combination of experience and/or education from an accredited college or university from which accounting knowledge, skills and abilities have been achieved.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- **Knowledge:** Working knowledge of bookkeeping principles. Working knowledge of modern office and computer practices and procedures. Working knowledge of a variety of office machines. Working knowledge of Navision software, a plus.
- **Skills:** Proficient in operation of a ten-key calculator and entering data into a computer. Proficient in preparation of Word documents. Proficient in preparation of Excel spreadsheets.
 - Professional, motivated, detail oriented and highly organized.
- **Ability:** Ability to make rapid and accurate mathematical calculations. Ability to establish and maintain effective working relationships and maintain confidentiality. Ability to follow written and verbal instructions. Ability to communicate effectively verbally and in writing. Ability to effectively manage time and multiple projects. Ability to work independently and as part of a team. Ability to perform in a very professional manner at all times. Ability to cope with stress brought about by dealing with tight schedules and strict deadlines. Ability to exercise independent judgment in evaluating completeness and accuracy of technical information.
 - Ability to logically analyze situations to resolve discrepancies and correct errors.
- Request position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript
3. Copy of current valid driver's license
4. If Applicable - Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of 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@cstk.org

FOR MORE INFORMATION: Contact Daniel Tromp, at 406-675-5900 Ext. #1512