

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: cskt.org/personnel
E-mail: cory.clairmont@cskt.org

*****V A C A N C Y A N N O U N C E M E N T*****

TITLE: I.T. Accounting Specialist

LOCATION: Information Technology—Pablo, MT

SALARY: \$18.44 to \$23.94 including benefits

CLOSING DATE: Monday, September 28, 2026 @ 5:30 p.m.

SPECIAL CONDITIONS:

This 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 serve a six-month probationary period.**

The IT Accounting Specialist is part of the Information Technology Department with primary responsibility to provide specialized knowledge and skill in fiscal accounting for contracts, grants and other appropriations administered by the Information Technology Department.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Accurately process a high volume of Purchase Orders
- Accurately proves Journal Entries, as needed
- Reconcile credit card statements
- Accurately process Time Sheets
- Accurately create contracts to be reviewed and processed
- Provide end-user technical support for CSKT financial applications
- Assists IT Department Head with submitting monthly certifications
- Assist in office reception, as needed
- Perform other duties as assigned

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Position requires a High School Diploma or GED with two (2) years of related accounting experience or an educational background showcasing your ability to understand accounting principles.
- Strong ability to manage multiple projects with competing deadlines.
- Must be able to master a variety of financial computer software.
- Proficient to advanced skills with MS Office (Excel, PowerPoint, Word, Outlook).
- Commercially savvy with ability to exercise discretion with respect to highly confidential/sensitive information.
- Highly organized with exceptional attention to detail and follow-through.
- Team player with positive attitude and strong work ethic.
- Integrity, ethical standards and sound judgement.
- Must be able to read and interpret complex written material.
- Must be able to establish and maintain effective working relationships.
- Skill in written and oral communication.

SUBMIT:

1. Completed Tribal employment application (resumes may be submitted but may not replace or supplement the official tribal application).
2. Proof of enrollment from a federally recognized Tribe if other than CSKT.
3. Copies of relevant academic transcripts and training certificates.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone 406.675.2700 ext. 1040.

FOR MORE INFORMATION: Contact: Celeste Hewankorn, Network Operations Manager @ 675.2700, ext. 1278.