

**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: cslt.org/personnel
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*****V A C A N C Y A N N O U N C E M E N T*****

TITLE: General Ledger Specialist—Full-time position

LOCATION: Office of Accounting, Budget & Compliance—Pablo, MT

SALARY: Negotiable DOE (depends on experience)
Salary will be determined based on your skills, qualifications, and negotiation.

CLOSING DATE: Monday, November 16, 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. The successful applicant, if not employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

Position will assist in insuring that the Central Accounting Software System Is up-to-date and has procedures manuals written for all aspects of computerized accounting system. Position is one of the main contact people for programs that have questions and concerns regarding Central Accountings computerized accounting software. Position is the main contact person for programs who have questions, concerns, or need documentation of entries posted to the General Ledger.

Principal duties and responsibilities:

- Responsible for verifying journal entries prepared by programs are needed and correct prior to data entry.
- Responsible for data entry of all journal entry transactions, once posted to the General Ledger verify data entry was posted correctly.
- Responsible for verifying cash receipts are coded to the correct accounts and banking institutions prior to making deposits.
- Responsible for posting all bank account deposit transactions to the appropriate General Ledger accounts.
- Responsible for the Tribal Bill of Collections process including the reconciliation.
- Responsible for processing letters to individuals and Tribal departments for returned checks, i.e., returned due to insufficient funds.
- Responsible for the outstanding check policy, ensuring outdated checks are administered to appropriate individuals or accounts.
- Responsible for scanning and filing all original documents in date order and batch number order, keeping separate files for several types of documents.
- Position will be familiar with all routine functions of the General Ledger Manager and will carry out the duties of that position in his/her absence.

- Assist in Bank Reconciliation's, special bank accounts assigned, and all special bank accounts established through Central Accounting.
- Assist in preparing journal entries for posting the monthly interest to all bank accounts and prepare entries for adjustments or corrections to all bank accounts.
- Assist with the A/P approval of purchase order documents.
- Assist reviewing A/P checks for accuracy prior to mail distribution.
- Assist in maintaining current Payroll and Accounts Payable files.
- Assist Central Accounting with training in software or accounting related issues.
- The above is not intended to be all-inclusive; this position will perform other related duties as required or assigned.
- All work must be performed in accordance with established policies, guidelines, and procedures. Due to established time frames and deadlines, all work will be performed accurately and in a timely manner. Neglecting these duties may result in large penalties or fines, as well as embarrassment to the Tribes and in a worst-case scenario a loss of federal funds.
- All contacts with the public and departments will be made with the highest level of courtesy and professionalism. A positive and cordial demeanor will be required.
- Maintain an elevated level of confidentiality concerning all documents or matters that flow through Central Accounting.
- The above is not intended to be all-inclusive; this position will perform other related duties as required or assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's degree in accounting, or Business-related field.
- A valid state driver's license.
- Knowledge of governmental accounting regulations and procedures and of accounting practices and procedures.
- High degree of written communication skills. High degree of public relations skills.
- Ability to work with Microsoft Applications.
- Operation of computers and other different office equipment.
- Establish and maintain effective working relationships with others, maintain confidentiality, perform accounting functions, direct, review, and evaluate activities of others, and possess mathematics analytical ability.
- Read and understand complex material and apply this material to a wide variety of situations
- Receive full position description from the Tribal Personnel Department

SUBMIT:

1. Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe, if applicable.
4. If you claimed Veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Lance Friedlander, General Ledger Manager at 406.675.2700, Ext. 1016.