

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL OFFICE FAX: 406.675.2711
E-mail: julianat@cskt.org**

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

TITLE: Business Manager

LOCATION: Char-Koosta News – Pablo, MT

SALARY: \$11.81 to \$13.79 per hour
\$24,360.00 to \$28,683.20 per annum

CLOSING DATE: Thursday, February 9, 2012 @ 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. The successful applicant will be required to serve a six-month probationary period.**

DUTIES:

- Completes and organizes office operations such as greeting the public, taking messages, typing, bookkeeping, typesetting news releases and classified ads, prepares payroll, manages correspondence, filing, requisitions supplies and other office services including receiving and distributing newspapers.
- Maintains subscriber database utilizing mailing software in accordance with US Postal Service regulations for periodical publications and mailing processes, assists public with subscription inquiries and ensures mailing address are submitted on a weekly basis to the printer.
- Assists public with classified advertisements, payments, billing inquiries and general information.
- Evaluates office production, revises procedures and/or forms with general guidance from Editor and Department Head.
- Maintains computerized accounting system. Prepares purchase orders for payment, maintains purchase order log and cuff accounts. Prepares and reports to Editor and department head on a monthly basis for account activities and revenue.
- Assists, prepares and maintains yearly budget and financial reports for Editor and Department Head.
- Ensures all paperwork is submitted in timely manner to the appropriate agency, individual, department or business. Including but not limited to tear sheets, affidavits for publishing, Personal Action Forms, billing invoices for payment, travel itineraries and postal reports.
- Prepares payroll and maintains all personnel information, including but not limited to reports and timesheets.
- Delivers postal reports and payments for postage to local post office on a regular basis.
- Monitors accounts receivable by posting payments on accounts in QuickBooks or other similar package software. Prepares Schedule of Collections for editor's signature and deposits with Central Accounting.

DUTIES CONTINUED:

- Monitors and replenishes office supplies as needed. Contacts Property and Supply or their authorized vendor for specific items.
- Distributes weekly newspaper to various post offices on the reservation, replenishes drop boxes and collects revenue. Ensures timely delivery of newspaper and informs department head when delivery will be tardy.
- Ensures that photos and negatives are scanned/edited as needed for classified ads and articles.
- Completes other duties as assigned by Editor and Department Head.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Completion of high school or equivalency or successfully demonstrate the capability of doing the work through work experience or through scores on the TABE test.
- An associate's degree in accounting or other business related field or a high school degree or G.E.D with at least 3-years documented professional experience in accounts receivable, financial reporting, bookkeeping, and computer software such as Microsoft Office and QuickBooks or similar software.
- Must have a valid Montana driver's license and have proof of vehicle insurance.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Must possess good communication skills both interpersonal and written.
- Must maintain professional image for department and utilizes excellent customer service skills.
- Must be able to meet deadlines and work under pressure with a small team of people that share resources.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Copy of a valid Montana driver's license.

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

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

FOR MORE INFORMATION:

Contact: Robert McDonald, Communications Director @ 406.675.2700, ext. 1222.