

POSITION DESCRIPTION

POSITION: Data Entry Specialist
LOCATION: Finance
SALARY: \$ 10.00 Negotiable NonExempt
Reports to: Accounts Payable Supervisor

POSTING DATE: 11-14-16
CLOSING DATE: 11-29-16
PAYGRADE: 2
Department:

GENERAL RESPONSIBILITIES: The Data Entry Specialists are responsible for the entry of purchase orders, payables and invoices for the tribal programs. The Data Entry Specialists will assist the financial staff with various duties. This position, works under the direct supervision of the Accounts Payable Supervisor.

DUTIES:

1. Process purchase orders, enter invoice, receiving transactions and fixed assets.
2. Cross train in the duties assigned while maintaining proper separation of duties by performing only the tasks assigned.
3. Copy invoices and disperse to programs.
4. Maintain files of open purchase orders, invoices, and paid transactions.
5. Stuff envelopes.
6. Assist financial staff with routine duties on an as needed basis.
7. Must maintain an acceptable departmental attendance record.
8. Must be reliable and prompt when reporting to work.
9. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
10. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
11. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
12. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor

QUALIFICATIONS:

1. A minimum of a High School Diploma or GED is required.
2. Applicant must have one year of training in bookkeeping and two years practical experience that must have included performing the functions listed in "Duties".
3. Applicant must possess typing skills and knowledge of office procedures.
4. One year of Data Entry experience preferred.
5. Experience with Great Plains is preferred.
6. All information within the financial department is confidential, a violation of confidentiality will be subject to disciplinary action as outlined in the Personnel Policies and Procedures.
7. Must submit to a Criminal Investigation Background Check.
8. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
9. Must be willing to attend all applicable training.
10. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
11. Must be eligible for coverage under the employer's liability insurance.
12. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
13. Must be able to meet physical requirements of position.

14. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:
Revised Position:09-30-03

Tribal Council Approved:
Tribal Council Approved:10-30-03