



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Accounting Technician  
**SALARY:** \$31,054.40 annually, less 5% step during probation  
**REPORTS TO:** Finance Officer/Fire Management Officer  
**LOCATION:** Mount Tolman Fire Center/Keller, Washington

**BASIC FUNCTIONS:** Incumbent is responsible for complete and accurate program accounting records and transactions for the Fire Management Program. Work is performed independently with minimal supervision. Responsibilities include but are not limited to: ensure accounting documents are coded and posted correctly; verify that expenditure are made in accordance with funding agency requirements; reconcile monthly computer printouts against internal records; prepare budget reports and summaries for Finance Officer, Fire Management Office (FMO), Assistant Fire Management Officer (AFMO); prepare and process all budget modifications; and develop and maintain an effective records management system using Microsoft Money.

## MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED and related work experience demonstrating practical accounting procedures and practices.
- Must have a valid State Driver's License and be eligible for the Tribes' Vehicle Insurance.
- Driving record must be able to qualify for U.S. Government Motor vehicle Operator's Identification Card.
- Previous work history must reflect better than average attendance.
- Must pass an Accounting Test, with a score of 75%, **test must be completed BEFORE closing date.**
- Must pass a grammar and punctuation test, with a score of 65%; **test must be completed BEFORE closing date.**
- Must pass a typing test, **test must be completed BEFORE closing date.**
- Must pass an extensive Criminal History Clearance and maintain clearance throughout term of employment.
- Experience must reflect knowledge of Tribal Administrative review process as it relates to the contract and budget modifications.
- Experience must reflect knowledge and familiarity of Tribal Accounting, Purchasing and Payroll procedures, including Federal requisitions.
- Must have demonstrated experience in developing and implementing a monthly reporting system.
- Ability to work with computers using Microsoft Word, Excel for Windows XP 2006 and Microsoft Money for Cuff Accounting.
- Must have the ability to operate standard office equipment such as, copiers, computers, facsimile, calculators, typewriters, and radios.
- Must be willing and able to work extended hours at times, including weekends and holidays.
- Must have effective communications skills and the ability to maintain professionalism, while working with other tribal organizations.
- Experience must reflect ability to monitor Fiscal Budgets.
- Ability to assist in the dispatch section to answer phones, operate the radio, call in Emergency Fire Fighter's (EFF's), do data input and dispatch crews, preferred.

**Note:** This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post-accident, and random drug testing.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**CLOSING DATE:** Open Until Filled. However for first review consideration, applications, tests, and supporting documents **MUST** be received and/or completed in the Human Resources Office by **4:00 p.m. Friday, July 10, 2009**, or post marked by that date.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
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Nespelem, WA 99155  
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