

FORT BELKNAP INDIAN COMMUNITY
Fort Belknap Agency
656 Agency Main St.
Harlem, MT 59526

TITLE: Receptionist/File Clerk

STATUS: Permanent/Full-time

DEPT: Finance

SALARY:

SUPERVISION RECEIVED: The Representative works closely with other finance personnel and reports directly to the Collection Officer (A/R Supervisor) & Chief Finance Officer.

NATURE OF WORK: The Receptionist is responsible for providing leadership and coordination of management functions to the Finance Department, and filing finance department documents. First point of contact to general public at the Finance Reception window, provides general information regarding payment requests, and collects/tracks requisitions, correspondence, and other items received into the Finance Department.

TYPICAL DUTIES:

1. Assists the CFO/Controller in establishing, maintaining and monitoring departmental activity.
2. Receives and screens all visitors to the Finance Office in a friendly and courteous manner and either announces the visitors to the appropriate employee or directs them to a waiting area.
3. Accepts cash for tribal services, and provides customer with a receipt
4. Maintains a daily visitor log.
5. Operates a multi-line telephone set in a friendly and courteous manner when receiving, screening, recording and directing telephone calls to department employees. Places local and long distance calls as requested. Records and distributes all telephone messages in a timely manner.
6. Screens calls that are requesting vendor information, such as receipt of payments, checks written, etc. Researches those inquiries in the MIP system. If unable to answer the inquiry, then and only then is the call transferred to the appropriate finance personnel.
7. Prepares an electronic log of all documentation and correspondence received at the Finance Department office window. This log includes, but is not limited to the following items:
 - Type of document: P, V, RFP, O, TEMP, TVL, TC, VC (see electronic log for description of items)
 - Date received
 - Time received
 - Requisition # or other identifying number
 - FBIC Program
 - Person dropping off item
 - Brief description of item
 - Amount
 - Received by
 - Routed to in Finance
 - To P/S, kicked back or other disposition
 - Comment

8. Separate and route documentation to the appropriate Finance personnel or inboxes, i.e. check requests separated from requisitions, etc.
9. Ensures the electronic log is saved in the share file on the network so other finance employees have read only access for research.
10. Will back up Customer Service Representative as needed with the receipt and control of revenues received at the Finance Department office window. Receipts in all cash/checks received in the appropriate receipt book and deposits into the lock box.
11. Assists with the distribution of checks to the public or program directors
12. Performs secretarial duties as required for the CFO, Controller or Finance Department staff.
13. Responsible for exercising personal leadership in fostering and promoting good working relationships with other support staff to ensure that services to the organization are fully coordinated and provided.
14. Responsible for delivery of department mail to the Property & Supply, collecting the department's mail while there, logging in to department log, and distributing to appropriate personnel.
15. Performs other duties that can be reasonable expected to promote the efficiency of the Finance Department and other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- General office practices
- Working knowledge of filing systems
- Word processing and spreadsheet software
- Resources and services made available by the Fort Belknap Indian Community Finance Department
- Filing in order (alphabetical, numerical, etc.)

Abilities:

- Strong computer skills; ability to use Excel spreadsheets proficiently
- Extraordinary attention to detail
- Excellent organizational and project management skills
- Foster and cultivate relationships with other funding agencies and tribal employees
- Perform detailed work accurately, efficiently and promptly
- Ability to maintain confidentiality
- Ability to utilize Accounting System to provide payment information to vendors and program managers

WORK ENVIRONMENT:

Will work in a normal office environment; extensive computer usage and the use of normal office equipment.

MINIMUM QUALIFICATIONS:

- High School diploma or GED, Associates Degree in Office Practices or closely related field
- 3+ years experience in a similar position; or; any combination of academic education, professional training or work experience which demonstrates the ability to perform the duties of this position

SPECIAL CONDITIONS:

1. Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol testing policy, prior to and during employment.
2. Must never have been convicted a Felony; or a misdemeanor within one (1) year of applying for position.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

10/01/2015 (original) 01/08/2018 updated