



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlekenation.com

Job Title:	Asset Technician/Office Assistant	Open Date	March 26, 2024
SL Program:	Finance	Close Date	April 9, 2024

Position Objectives:
Responsible for all assets (property) of the Spirit Lake Tribe per the policy.

Major Duties & Responsibilities

- Create a system to process all assets or services within the Tribe as required per the Spirit Lake Tribe policy and any OMB circulars or grants/ contracts.
- Responsible for the physical identification, storage, and accountability of all assets.
- Via email collect information on new/obsolete/transferred assets and complete the asset form and make sure we have the proper backup.
- Work with Motor Vehicle and Insurance to ensure vehicle trade-ins are documented
- Make copies of all necessary documents, emails, checks, invoices, resolutions, etc.
- Tag and document all assets for the Tribe.
- Provide a list of the assets monthly to the accountant to determine the life of the asset.
- Enter all assets into accounting software on a monthly basis.
- Work with the Spirit Lake Health Center Property person to assure they are tagging all assets and providing documentation to Finance.
- Keep a record of all projects in a separate binder with all backup. A project is something that will go on for a long duration and be at a high cost. (ex: New building, large upgrade to a building, etc.)
- Shall properly dispose of an asset per the policy and maintain those records- controls the disposal, transfer, donation, sale or destruction of property.
- Sale of property must abide by policy.
- Be familiar with OMB circulars or grant requirements for property and assets.
- Maintain a filing system of records.
- Provide monthly a report to the accountant all the assets entered for that month, no later than the 10th of the month.
- Quarterly send a report to each department director so they can review their assets.
- Lead the periodic inventory of all programs within the Tribe and update the records as needed.
- Create a schedule of annual inventories and assure they are complete.
- Shall coordinate and communicate with Tribal personnel to assure the policy is followed.
- Be able to communicate with others (internal & external) professionally and effectively.
- Assist in office tasks as assigned, filing, town errands, answering phones, backup AP short runs, back up PO tech, back up FI.
- Office assistant handles installation and repair tasks within the Finance office. Moves office equipment within or for disposal.
- Other duties as assigned by supervisor.

Knowledge and Skills:

- Education/Relevant Experience: Completion of a formal training program or an associate degree and one (1) year relevant experience; or, a high school diploma or GED and three (3) years of relevant experience.
- General accounting & business knowledge
- Be able to work effectively with others and be a team player.
- Displays a high level of effort and commitment to performing work; good attendance.
- Knowledge of property management, inventory management and systems.

Supervisory Controls

- This is usually in a position where the incumbent does not have any supervisory responsibilities and can carry out their daily tasks independently and/or without ongoing instruction

Guidelines

- The employee may be required to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Complexity

- The work includes some variations and may involve different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

Scope & Effect

- This level of scope and effect is typically representative of positions in which work performed may have minimal impact on the work of others within a defined process.

Personal Contacts

- Typical contact at this level is with customers, patients, other employees, employees from other organizations.

Purpose of Contact

- The purpose is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS

- Field Work, walking around, lifting, carrying, or recurring lifting of moderately heavy items.

Work Environment

- Positions at this level are those that work in an office setting and field work

Qualifications, Experience and education required:

- AA degree in accounting or business related, with 1 year of experience in the accounting field is preferred.
- Experience with an accounting system is preferred.
- Microsoft office, Excel, Word, Power Point

Job Location:	Spirit Lake Tribal Community Center	Company Industry:	Spirit Lake Tribe- Finance
Exempt/Non-exempt	Non-exempt	Closing Date:	April 9, 2024
Employment Status:	Full- time	Supervisor	Spirit Lake CFO
Grade:	9	Manages Others:	No
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		