



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #076256

POSITION TITLE: Accounts Payable/ Travel Clerk
OPENING DATE: JULY 14, 2023 JUL 14 2023
CLOSING DATE: JULY 21, 2023 OR UNTIL FILLED
SALARY RANGE: Negotiable
SUPERVISOR: School Business Manager
Department of Schools
TYPE OF EMPLOYMENT: Regular Full Time
LOCATION: Department of Schools

SCOPE OF SERVICE:

The AP/Travel Clerk will have the responsibility to handle the clerical functions necessary to maintain the educational financial transactions within the Department of Schools.

DUTIES AND RESPONSIBILITIES:

1. Process purchase orders, receiving documents, and invoices appropriately for submission to the Finance Office in a timely manner.
2. Serve as a liaison between educational programs, business manager, and tribal financial bookkeepers to track and follow-up on status of paperwork.
3. Distributes mail by the retrieving or receiving mail from post office and tribal office.
4. Maintains attendance records of Department of School staff.
5. Assist school staff with travel paperwork.
6. Participate in staff development activities to improve job related skills
7. Assist the AP/File Clerk and Administrative Assistant as needed.
8. Distribute Financial documents to appropriate recipients in a timely manner.
9. Collect and receipt monies from educational programs and deposit promptly at Finance Office.

10. Performs all duties necessary for the effective and efficient operations of the Department of Schools.
11. Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS:

1. High school Diploma or equivalence.
2. Preference for a person with an A.A. Degree in Business.
3. Preference for prior similar work experience.
4. Knowledge of basis accounting procedures and computer skills.
5. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
6. Employee in this position is subject to random alcohol and drug testing.
7. Must possess a valid Mississippi driver's license, adequate transportation, and personal automobile liability insurance.

NOTE: The Administrative Personnel Policy & Procedure of the Mississippi Band of Choctaw Indians; Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waiver Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisor, and has no right to direct, demand, or coerce ant Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350