

JOB ANNOUNCEMENT
CDKC Vocational Rehabilitation Administrative Assistant

Opening Date: February 6, 2024

Closing Date: February 16, 2024 (First Review)

Starting salary dependent upon Education & Experience/Fringe Benefits/Twelve Month Position

SUBMIT RESUME with Cover Letter and (3) Letters Reference TO:

Selection Committee (CDKC-VRP)
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

GENERAL JOB DESCRIPTION:

Prepares office correspondence, requisitions, receives purchase orders, invoices, and prepares vouchers to meet the authorized financial requests of CDKCVRP Consumers, vendors and staff. Records and maintains files on all financial transactions relating to support services provided to CDKCVRP Consumers that they have requested and/or received. Prepares and submits payroll information to CDKC Business Office for processing as well as receiving and distributing payroll checks/invoices to CDKCVRP Staff members. Reconciles CDKCVRP's financial figures with monthly reports distributed from the CDKC Business Office to ensure budget accuracy and authenticity of internal financial data. Answer phones, greet applicants, Consumers and visitors to CDKCVRP Office. Maintain and ensure strict confidentiality when completing sensitive program and Consumer transactions.

QUALIFICATIONS:

Preferred Qualification: Associates of Arts in Business Administration/Management.

Qualifications: A minimum of three years of experience in an accounts management position or an administrative assistant position similar to this one. All applicants must submit a current MVR (Motor Vehicle Record) and a current Montana Drivers License with Resume. Applicant must be an insurable driver.

Major Specific Responsibilities:

1. Possess strong knowledge of business oriented language, strong writing skills, punctuation, and office practices and must be able to recognize and utilize the proper forms to conduct program business.
2. Must be knowledgeable in administrative areas including personnel issues, policies and procedures, payroll, purchasing and financial processing, i.e. travel, vendor payments, budget accuracy, etc.
3. Computer hardware and software knowledge is necessary to create and retrieve a variety of written documents, reports, graphs, and statistical information and must have solid keyboarding skills.
4. Establish rapport with, American Indian Vocational Rehabilitation Programs both in State and Nationally, Tribal Programs, State VR, MT SILC, CANAR, employers, vendors, Consumers, general public, Tribal Business Officials, Tribal Program business staff, etc.
5. Clerical duties as assigned, must have excellent keyboarding skills
6. Process a variety of administrative documents and provide technical assistance to CDKCVRP Consumers and vendors.
7. Must be able to work as a team member to affect the overall success of the program's goals and objectives, by assisting in the provision of culturally appropriate VR Services to eligible Tribal Members with disabilities from any Federal or State recognized Tribe in the United States who are currently residing within a 25 mile exterior boundary of the Northern Cheyenne Indian Reservation and to empower them to regain, retain, or obtain gainful employment consistent with their strengths, resources, priorities, concerns, abilities, and informed choices.
8. Other duties as assigned.