



The Three Affiliated Tribes **Job Description**

Administrative Assistant

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Office Manager DEPARTMENT: Fort Berthold Rural Water SALARY: DOQ CLASSIFICATION: Non-Exempt/Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: 404 Frontage Road OPENING DATE: CLOSING DATE:
---	---

POSITION SUMMARY:

The Administrative Assistant will primarily be responsible for preparing requisitions for both Construction and Operation & Maintenance accounts, maintaining cuff accounts, and reviewing vendor statements. Prepare travel requests, various memos, and serve as backup timekeeper.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review invoices and prepare requisitions for both Fort Berthold Rural Water Construction and Operation & Maintenance accounts
2. Accurately calculated payments due
3. Maintain Construction, RAX, and Operations & Maintenance cuff accounts, including attaching to requisitions, reconciling each account, and submitting budget modifications
4. Review monthly vendor statements for accuracy to ensure that all invoices are paid and all credits are properly accounted for
5. Send monthly bill payments to vendors in a timely manner
6. Research invoice payment history
7. Track requisitions and purchase orders and follow up with vendor requests for payment status
8. Communicate with Bureau of Reclamation, engineering firms, and contractors regarding project status, payment and coding questions
9. Answer incoming calls and assist customers
10. Log, sort, and/or scan documents as required
11. Prepare various department memos
12. Prepare, route, and close out travel requests
13. Preparation of bi-weekly timesheets into work force go.
14. Process of vendor invoices through Intacct and filing and tracking of payments.
15. General office tasks
16. Order supplies and verify receipt
17. Adheres to MHA Policy & Procedures as well as department policies/guidelines...
18. **And other duties as assigned.**



The Three Affiliated Tribes **Job Description**

Administrative Assistant

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

Does not exist

COMPETENCIES:

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Delegation**-the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegation activities.
- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Management skills**-the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security** -the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of personnel administration
- Knowledge of sound techniques in all aspects of personnel management
- Knowledge of the organizations and operations of administrative programs.
- Attention to detail and high level of accuracy
- Experience with scheduling
- Excellent organizational skills
- Familiar with online mapping
- Familiar with Microsoft Office software
- Excellent interpersonal skills
- Familiar with electronic filing systems
- Experience with time entry into Work Force Go
- Experience with Intacct.
- Experience with TAT Human Resource functions.



The Three Affiliated Tribes **Job Description**

Administrative Assistant

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to apply and adapt practices and techniques to the special requirements of senior management.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Valid Driver's License **REQUIRED**.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)



The Three Affiliated Tribes **Job Description**

Administrative Assistant

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____