

Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, NV 89832, (208) 759-3100, Fax: 888-476-7269
Website: www.shopaitribes.org; Human Resources: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: Travel Coordinator
SALARY: Grade 16 - 19; \$16.44 - \$18.76
ACCOUNT CODE: 40-8000-0000-20-6000
Supervisor: Chief Financial Officer
Department: Finance
Classification : Non-EXEMPT
Location: Owyhee, NV

OPENS: September 9, 2020 **CLOSES: Open Until Filled**

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data.

Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

JOB SUMMARY:

Coordinates travel for the Shoshone-Paiute Tribes in accordance with official tribal travel policies. May assist with researching options to maintain an economical, efficient travel program. Will verify the accuracy of employee travel upon completion of trip and submit statements to the accounts payable office for reimbursement or billing. Must be willing to work with employees, travel agencies, hotels/motels and airlines in a professional and friendly manner.

MAJOR DUTIES & RESPONSIBILITIES:

1. Coordinate scheduling of commercial bookings for airlines, car rentals and hotel/motel reservations for staff and Tribal Business Council according to GSA guidelines.
2. Maintains a file system and log of all official travel.
3. Checks travel statements for accuracy against GSA guidelines, Travel Policies and Federal Grant Awards Certified Federal Regulation when submitted for processing.
4. Reconciles and prepares a billing list for the accounts receivable office.
5. Educate and Train the tribal departments in complying with the current Federal Travel Regulations, GSA Regulation and Shoshone Paiute Policy Manual.
6. Monitors and up-dates monthly Travel Calendar for the Program Administrators, CEO, CFO, and the Business Council.
7. Work to obtain a travel agent number.
8. Develop procedures to allow for the position to provide travel services to the community.
9. Assist with reconciling and processing invoices and monthly statements for airlines, travel agencies and car rental agencies.
10. Serves as back-up to the Finance Receptionist.
11. Assist finance staff as needed to maintain efficiency in the finance office.
12. Ensures compliance with Tribal and Federal travel regulations as applicable.
13. Assisting in records management.
14. Performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. Must be a high school graduate or successful completion of GED Program. Preference will be given for advanced training.
2. Valid Driver's License. Must be insurable with the Tribes insurance carrier.
3. Must have at least two years of office work experience with emphasis on office equipment and customer service etiquette.

PREFERRED QUALIFICATIONS

1. Must be a team player and willing to work with staff and the public in a professional manner.
2. Well-organized person with a friendly, outgoing and persuasive telephone manner.
4. An understanding of basic bookkeeping concepts is desirable.
5. Must be willing and capable of being trained to acquire new skills in the areas of computer and bookkeeping.

PHYSICAL DEMANDS:

The responsibilities of this position are sedentary in nature. Sitting, walking, bending and may need to lift up to 20 lbs.

WORK ENVIRONMENT:

The work environment is an office setting with adequate furniture, lighting and equipment.