

JOB ANNOUNCEMENT

POSITION: Travel Coordinator Assistant

SALARY: \$19.94/hr. (Grade 17 Step 01)

SUPERVISOR: Chief Financial Officer

DEPARTMENT: Finance

CLASSIFICATION : Non-EXEMPT

LOCATION : Owyhee, NV

OPENS: September 17, 2025

CLOSES: October 17, 2025

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 (I) 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.

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-

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:

Assists the Travel Coordinator in planning, coordinating, and documenting travel for the Shoshone-Paiute Tribes in accordance with official Tribal travel policies. Provides support to employees and management with travel arrangements, expense reporting, and reconciliation. May also assist the Finance Department with administrative duties as assigned. Ensures travel is cost-effective, compliant with Tribal and Federal regulations, and properly documented. Must interact professionally with employees, travel agencies, hotels/motels, airlines, and Tribal leadership.

MAJOR DUTIES & RESPONSIBILITIES:

1. Assist the Travel Coordinator in scheduling commercial bookings for airlines, car rentals, and lodging for staff and Tribal Business Council according to GSA guidelines.
2. Support the preparation and completion of Travel Authorization/Advance Request forms and maintain accurate travel files.
3. Verify and reconcile travel statements for accuracy against GSA guidelines, Tribal Travel Policies, and applicable Federal regulations before submission to Accounts Payable.
4. Track cash advances, direct billings, and reimbursements, ensuring timely reconciliation and documentation.
5. Assist tribal departments in complying with current Federal Travel Regulations, GSA guidelines, and Tribal travel policies.
6. Maintain and update the monthly Travel Calendar for Program Administrators, CEO, CFO, and the Business Council.
7. Assist with reconciling and processing invoices and monthly statements for airlines, travel agencies, and car rental agencies.
8. Distribute and track Tribal Gas Credit Cards, ensuring timely collection and verification of receipts.
9. Provide administrative support to the Finance Department as needed, including filing, data entry, and report preparation.
10. Serve as back-up to the Finance Receptionist.
11. Assist with records management and document retention for travel and finance purposes.
12. Ensure compliance with Tribal and Federal travel regulations.
13. Perform other duties as assigned by the Travel Coordinator or supervisor.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED; advanced training preferred.
2. Valid driver's license and insurable under the Tribe's insurance policy.
3. Minimum of two years of office experience, including use of office equipment and customer service.

PREFERRED QUALIFICATIONS

1. Team player with excellent interpersonal and communication skills.
2. Well-organized, detail-oriented, with a professional telephone and email manner.
3. Basic understanding of bookkeeping and financial processes is desirable.
4. Willing and capable of acquiring new skills in computer applications, bookkeeping, and administrative functions.
5. Experience in travel coordination or administrative support preferred.

PHYSICAL DEMANDS:

The position is primarily sedentary. Occasional walking, bending, and lifting up to 20 lbs may be required.

WORK ENVIRONMENT:

Office setting with adequate furniture, lighting, and equipment.