

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Fixed Asset/Property Clerk

Department: Accounting

Hourly Rate: \$12.00-14.00

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisor: Accounting Manager

Posting Date: In-House

Opens: July 14, 2021

Closes: July 20, 2021, at 4:30 pm

Posting Date: Public

Opens: July 21, 2021

Closes: Open Until Filled



Summary: The Fixed Asset/Property Clerk will be responsible for recording, tagging, and inventory of all fixed assets within the tribal government and the enterprises; will perform all functions necessary for timely entry of asset data, and updating the Master File/Tribal Fixed Asset Inventory lists.

Essential Duties and Responsibilities include the following. Other duties as assigned.

The Fixed Asset/Property Entry Clerk will enter information from Inventory sheets submitted by Tribal Departments into the computer program. The Fixed Asset/Property Clerk will be responsible for inventory control, updating code lists, and recording the purchase and disposal of assets; will safeguard, monitor, and update all titles for tribal property, provide information as required within the scope of any audit, maintain files, tag equipment, conduct a physical count of tribal assets.

The Fixed Asset/Property Clerk will responsible for the following duties: keeping an accurate and complete record of all Tribal Fixed Assets including identification (tagging) of assets, recording the acquisition of new assets and files (records), disposing of retired assets, and outdated asset records, short and long term storage of asset records, retrieval of asset records as requested, routing of office and clerical duties and keeping work area neat and equipment in good working order.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent required.

Minimum one (1) year of computer education/training or a combination of training and experience is required.

Knowledge of federal, state, local, and administrative record retention.

Other Skills and Abilities:

Required:

This is a required driver position.

Must possess a valid driver's license and meet eligibility for Tribal insurance.

Must be able to organize and prioritize work, work independently, and keep accurate and complete work records.

Must be proficient in Microsoft Office.

The ability to develop and maintain effective working relationships with internal and external entities is required.

The ability to work independently.
Excellent oral and written communication skills are necessary

Background Check:

This position is contingent on the required ability to pass a Bad River background check.
This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Strong computer skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov