



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:** MAY 11, 2017

**CLOSES:** MAY 26, 2017

**JOB TITLE:** RECONCILIATION SPECIALIST

**DEPARTMENT:** TRAVEL

**REPORTS TO:** DIRECTOR

**HOURS:** 40 HRS/WK – FULL TIME

**SALARY:** BASED ON SALARY MATRIX + BENEFITS

### POSITION SUMMARY:

Under the general direction of the Director, coordinates reconciliation activity of the Puyallup Tribe’s Travel Department. Handles payment processing of Tribal travel credit card payments. Reconciles all Tribal employees, Boards, Committees, and Commissions travel advances. Maintains appropriate records and calculates statistics as required by the Puyallup Tribal Financial manual and Federal Travel Regulations. Must communicate effectively with Tribal employees, Boards, Committee, and Commissioners.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Receives and processes monthly travel credit card payments for Tribal administration. Prepares appropriate documents and submits to the accounting for check processing.
2. Assists Director with preparing and maintaining department budget, monitors expenditures and prepares budget modifications as needed.
3. Prepares monthly reconciliation reports. Prepares green sheet and ARF for credit card payment approval.
4. Contacts travel related hotels, airlines, travel agencies and other vendors to correct discrepancies, request receipts and other travel documents.
5. Stays current on all charges made to the credit card. Verifies or denies charges to the bank, if suspicious activity is identified is responsible for card shut off. Maintains filing system for all travelers charges made to the credit card.
6. Reconciles all employees, Board, Committee and Commission travel advances within five days of return of travel per policy. Reconciles report discrepancies and problems.
7. Serve as primary contact for budget issues involving the travel expenditures and credit card payments. Partners with departments regarding errors, and issue resolution.
8. Maintain and stay current on changes required by Federal Travel Regulations.
9. Forecasts travel expenses for the month and verifies the funds are available in Department’s budgets. If budget is unavailable works with Department on

- budget modifications. Maintain and stay current on the Puyallup Tribes Financial Manual pertaining to Travel.
10. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Associates degree (A.A.) or equivalent from two-year college or technical school; and two years work experience related work experience; or satisfactory equivalent combination of education and experience. Must have accounting/accounts payable experience. Must be proficient in Word and Excel. Grant accounting experience and travel experience preferred.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period, you will be credited with six months of experience).*

#### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **Licenses or Certificates**

Must be bondable.

#### **Other Skills, Abilities and Requirements**

Must pass background check.

Ability to be culturally sensitive in a diverse society.

Must be able to maintain strict confidentiality at all times.

Must be willing to attend travel support training.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met 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.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee frequently is required to sit and reach with hands and arms.
- The employee is occasionally required to stand and walk.
- The employee must frequently lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

## 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.

- The noise level in the work environment is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- Position may be stressful at times due to confidential issues being addressed.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863  
Fax#: (253)573-7963  
Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*