

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail carla.matt@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Inventory Technician

LOCATION: Salish Kootenai Housing Authority – Pablo, MT

SALARY: \$18.20 - \$20.91 per hour plus benefits

CLOSING DATE: **Monday, February 3, 2025 at 5:30 p.m. (MST)**

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

- This position is an integral part of the Finance Department and will assist the department in maintaining the warehouse in a proficient manner. The position is responsible for the accurate accounting of inventory including receiving, processing, recording and distributing supplies and materials; performs a variety of clerical duties including data entry and warehouse order picking. Position will exercise judgment and have responsibility for results. Work activities include, but are not limited to the following:
- Receives all incoming freight promptly, verifying the quantity and condition of shipments, noting shortages, damage or backorders, contacting shipping company or vendor to report damages or shortages, tracing items that are on backorder to ensure timely delivery.
- Responsible for promptly receiving incoming invoices for goods and services, verifying dollar amounts and correct quantities are received as per invoice. Obtains proper sign off on all services to ensure complete and full satisfaction before receipt is issued for payment.
- Responsible for complete and accurate computer entry and warehouse picking when fulfilling items requested on service orders.
- Conducts cycle count activities daily as directed by supervisor.
- Maintains and updates item cards as needed to ensure all information is up to date and correct.
- Responsible for disbursing petty cash, receiving proper receipts, balancing the fund daily and keeping full accounting of the Petty Cash fund, submitting reimbursement requests to Accounts Payable on a weekly basis.
- Position assists in the responsibility for maintaining a perpetual warehouse inventory of supplies and materials which includes initiating procurement requests.
- Promptly identifies fixed assets upon receipt of goods and thoroughly completes property tag forms as well as requested department transfers.
- Incumbent assists in keeping the warehouse in organized, clean and safe, arranging inventory in a consistent and uniform manner.

- Position assists in disposition or transfers of property in a manner that follows SKHA policies and procedures.
- Position shall become familiar with the routine functions of the Procurement Control Specialist to fill that position when required.
- Assist in the annual inventory count of stock on hand and assist in performing the annual inventory of capitalized equipment.
- Responsible for the safe and efficient operation of a forklift for the purpose of moving cumbersome or heavy materials and supplies of inventory to and from the warehouse as needed.
- Position will perform related work as required because the above is not intended to be all inclusive or restrictive.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

Necessary Special Requirements

- High school graduate or equivalent and at least two years of experience in related field.
- Thorough knowledge of inventory/stock control practices, shipping/receiving practices, design and construction of detailed spreadsheets and basic computerized inventory accounting software.
- Exceptional in time management and planning with a high level of attention to detail.
- To complete tasks with a minimum amount of supervision.
- Must have a current, valid Montana Driver's license with no alcohol related convictions for the last three years and be willing to travel out of the area for training. Forklift Operator certification is required or the ability to obtain certification is required.

This is not a testing designated position.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cstk.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Daniel Tromp (406) 675-4491 Ext. #1512