

POSITION DESCRIPTION

POSITION: Travel Agent/Data Entry Clerk **POSTING DATE:**9/5/19
LOCATION: Administration **CLOSING DATE:**9/12/19
SALARY: \$12.00 Non-Exempt **PAYGRADE:** 3
Supervised by/Reports to: Accounting Supervisor Department: Finance Division: Finance

GENERAL RESPONSIBILITIES: The Travel Agent will perform a wide variety of administrative duties for the Finance Department. Travel Agent will plan and arrange itineraries for Tribal Employee travelers and will assist in resolving travel problems. Travel Agent will also assume management role of purchase orders authorized by the Stockbridge-Munsee Community. This position requires an ability to work well with others, pleasant working demeanor and strong communication skills.

DUTIES:

1. Will process travel advances ensuring all travel advances are reconciled according to the Travel Policies and assist individuals in making their travel arrangements.
2. Will be responsible for the use of the Tribal Credit Card and GSA Travel Card.
3. Must converse with Stockbridge-Munsee travelers to determine destination, mode of transportation, travel dates, financial considerations and accommodations.
4. Will record and maintain information on travelers and vendors
5. Will maintain a smooth and efficient office.
6. Will be responsible for completing Purchase Orders for the Stockbridge-Munsee Community and all functions relating to managing these purchase orders.
7. Will be the key operator of the office equipment. (Copier, fax, etc.)
8. Must maintain strict confidentiality at all times.
9. Cross train in the duties assigned while maintaining proper separation of duties by performing only the tasks assigned.
10. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
11. Must maintain an acceptable departmental attendance record.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. A High School Diploma or GED and two years of office-related work experience are required.
2. Associates Degree in Business or a business-related field is preferred.
3. One year of previous job related experience completing purchase orders and processing travel advances is preferred.
4. Requires communication skills by phone and electronically by email.
5. Must have working knowledge of general office equipment.
6. Must have good organizational skills and detail oriented.
7. Must be able to work within an environment of strict confidentiality and adhere to strict policy pertaining to confidential matters.

8. Must submit to a Criminal Investigation Background Check.
9. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
10. Must obtain and maintain coverage under the employer's Employee Dishonesty policy.
11. Must abide by departmental and organizational safety, testing, and uniform guidelines.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must be able to meet physical requirements of position.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:
Revised Position:

Tribal Council Approved:9-3-19
Tribal Council Approved: