

**WIND RIVER TRIBAL COLLEGE  
NOTICE OF VACANCY  
ADMINISTRATIVE ASSISTANT/BUSINESS OFFICE ASSISTANT**

**POSITION OVERVIEW:**

Wind River Tribal College is located in central Wyoming on the Wind River Indian Reservation and is a member of the American Indian Higher Education Consortium. The College's core mission is to serve the higher education needs of the Northern Arapaho and Eastern Shoshone tribes.

This is a full-time position under the general authority of the Wind River Tribal College Board of Regents and reports directly to the Wind River Tribal College President.

**DUTIES AND RESPONSIBILITIES:**

- Perform general Business Office duties with a particular emphasis on accurate and prompt filing;
- Work to prepare all required documents and files for annual audits;
- Assist in the monthly preparation of financial reports to the Board of Regents;
- Monitor the financial status of all federal grants and monies;
- Assist in the processing and distribution of student stipends as related to federal grants and Tribal monies;
- Assist in general office duties to include answering and screening phone calls;
- Assist in the monitoring and processing of both accounts receivable and payable;
- Provide general support to the College President to include clerical duties and calendar management;
- Assume all other reasonable professional duties and responsibilities as assigned by the College President.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of the rules, regulations, and laws regarding financial audits;
- Knowledge of the rules, regulations, and laws regarding federal, tribal and state monies;
- Ability to maintain confidentiality of records and information;
- Knowledge of records archiving, retrieval, retention and destruction;
- Experience with spreadsheets and other standard accounting software;
- Database management skills;
- Ability to perform day-to-day business office functions such as payables, receivables, and reconciliations;
- Knowledge of customer service standards and procedures;
- Strong interpersonal and communication skills;
- Ability to work effectively with a wide range of constituencies on/off the Wind River Indian Reservation;
- Strong commitment to student academic success.

**MINIMUM POSITION REQUIREMENTS:**

- Bachelor's degree from an accredited institution, preferably in Business and/or Accounting;
- A minimum of two years experience working in a business or accounting related environment with preference given to an applicant with managerial experience;
- Demonstrated ability to communicate openly and effectively at all levels including working with a team of diverse personalities
- Proven ability to work independently with a solid history of satisfactory employment to include punctuality and attendance.

Submit letter of interest addressing qualifications, resume, transcripts, and the name, address, phone number and email address of three references. Application materials should be sent to Mr. Marlin Spoonhunter, President, Wind River Tribal College, P.O. Box 1190, Fort Washakie, Wyoming 82514. Additional information is available by calling (307)335-8243 or emailing [m Spoonhunter@windrivertc.org](mailto:m Spoonhunter@windrivertc.org)

Salary will depend on experience and educational background. Review of candidates will begin February 7, 2012 and continue until the position is filled.

**Wind River Tribal College is a drug and alcohol-free campus. WRTC is an affirmative action/equal opportunity employer. Women, persons of color, and individuals with a disability are encouraged to apply. Indian preference applies as per Wind River Tribal College policy. If you have a special need/accommodation to aid your participation in our selection process, please contact the person above to make appropriate arrangements.**