

**Vacancy Announcement #17-137**

Position: Inventory Assistant  
(Non-exempt)

Salary: Grade Level 8/0  
(\$19,821 per annum)

Program: Property & Supply Department

Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017  
Closing Date: November 20, 2017

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**General Description of Duties:**

The Inventory Assistant is responsible for the accumulation of historical data on infrastructure costs and other property subject to depreciation under general accepted accounting principles as applicable to governments; as well as the development of and maintenance of depreciation schedules on all Tribal assets subject to depreciation. The Inventory Assistant will be under the direct supervision of the Property & Supply Director.

**Specific Duties:**

1. Research tribal records to identify historical cost of the tribe's infrastructure for input into the accounting records by January of each year.
2. Develop and maintain depreciation schedules by asset class for all tribal assets subject to depreciation on January of each year.
3. Assist the fixed assets accountant in updating and maintaining records on tribal property.
4. Perform inventories to assure the accuracy of tribal property records.
5. Work with the accounting staff in identifying property purchases subject to the accounting rules requiring maintenance of records upon acquisition.

6. Perform other related duties as required by the Property and Supply Director.

**Requirements and Knowledge:**

1. Demonstrate computer skills, including proficiency in database and/or spreadsheet is required.

**Qualifications:**

1. A High School Diploma or GED is required.
2. A valid Driver's License is required.
3. One (1) year of experience in a financial management position with a government, tribal entity or non-profit organization is required.

**How to Apply:**

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

**Notice:**

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

**In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.**