

CHEYENNE RIVER SIOUX TRIBE  
FINANCIAL SERVICES  
INVENTORY CONTROL CLERK

DESCRIPTION OF WORK

General State of Duties: Provides Accounting Department overall management of Tribal property, executes and supervises inventories; transfers and/or disposal of Tribal property.

Supervision Received: Works under the direct supervision of the Comptroller.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include, but are not limited to the following):

Maintains accurate inventory records as mandated by the Cheyenne River Sioux Tribe Procurement and Property Manual and must become familiar with 2CFR Part 200.311C-315E and 200.439 on all property owned by the Cheyenne River Sioux Tribe specifically:

1. Description of the property
2. Manufacturer's Serial number or other identification number
3. Acquisition date and cost
4. Source of the property
5. Percentage of federal funds used in the purchase of the property
6. Location, use and condition of the property

Incumbent is required to direct annual inventories and any special inventories as maybe required by a higher authority. The incumbent is also responsible for a continuing surveillance of property to determine maximum utilization and report un-required property available for transfer.

Initiates survey action to determine recommendation on all unserviceable, lost, and stolen or damage supplies and equipment within his/her custodial area.

Responsible for reassignment or transfers or disposal of Tribal property and equipment. Ensure that all Tribal vehicles and property are insured and updated annually.

Plans and organizes the disposal of Tribal property as necessary and in accordance with proper disposable procedures.

Maintains inventory accountability, storage, issuance, equipment accountability utilization, utilization of all supplies.

Must work with local county offices to ensure all tribal vehicles are titled, licensed and registered.

Maintain an inventory schedule for all Tribal Programs.

Must be able to work independently and perform related work as required.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Must be willing to acquire knowledge of rules and regulations as they pertain to property management system. Must have proficient skills in Microsoft Excel, Word and have the ability to input data in the Tribe's overall physical inventory software. Must have the ability to establish and maintain effective working relationships with other personnel and the general public.

Education: High School diploma or GED equivalent.

Experience: Working experience with Microsoft Excel, utilize the Accounting Software inventory component and data input. Or obtain experience through an On the Job Training or Work Experience program.

Special Requirement(s): Must have a valid driver's license (attach document). Must be insurable under the Tribal vehicle liability insurance policy. Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings. Must be able to pass local/Tribal, Federal and State background checks

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