POSITION: Assistant Finance Officer
Standing Rock Sioux Tribe

SALARY RANGE: ($74,344-$92,930) Annual & Sick Leave

OPENING DATE: June 04, 2020 CLOSING DATE: June 23, 2020

SCOPE OF WORK:
The Assistant Finance Officer will provide assistance in the administration and management of the financial affairs and provide support to ensure fiscal soundness of the Standing Rock Sioux Tribe.

SUPERVISION:
The Assistant Finance Officer will work under the supervision of the Chief Finance Officer, who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:
1. Assist in the administration and management of SRST financial affairs in accordance with Tribal laws, Financial Management Policies Manual and compliance with program/contract/grant requirements.
2. Provides supervision of Contract Representative staff and ensure daily functions and activity are conducted in an accurate and efficient manner.
3. Conduct performance measurements; planning, monitoring, and appraising job expectations.
4. Address issues, concerns and recommend personnel action and transactions.
5. Assist in conducting training and ensure quality standards and internal controls are adequately understood.
6. Assist in the implementation, interpretation and enforcement of the Financial Management Policies Manual; recommend needed changes in procedures and forms to enhance accuracy of reporting on financial issues and conditions.
7. Assist in conducting analysis and interpretation of financial and accounting information to appraise the fiscal soundness of the Standing Rock Sioux Tribe.
8. Assist in identifying financial objectives for the Tribe and prepares reports that outline the Tribe’s position in the areas of income, expenses and earnings based on past, present and future operations and obligations.
10. Maintain system of accounts, books and records that includes; maintenance of bank accounts and deposits, subsidiary ledgers (cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, and journal entries for adjustments to the general ledger), current and capital fund general ledgers, trial balances, balance sheets, monthly accounts payable and receivable

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2. Assist in monitoring daily bank balances for all Tribal bank accounts.
3. Conduct bank transfers for reimbursement to disbursement, drawdowns, and other transfers needed and routing to Chief Finance Officer for review.
4. Assist in the preparation of the Tribe’s annual budget, annual indirect cost rate proposal and annual financial forecast report.
5. Assist with development and monitoring of budgets and conducts periodic audits of actual expenses in comparison to approved budget and implements and applies fiscal controls and procedures.
6. Verify and control the input of journal entries to ensure integrity of general ledgers is maintained.
7. Coordinate, review and update monthly closing practices in order to provide accurate financial statements and to guarantee timely reporting.
8. Reviews, redesigns and enhances the format of financial statements to ensure that the information reported properly reflects the tribe’s financial position.
9. Provide financial and technical guidance to identify and resolve problems and inefficiencies in the Finance Department operations.
10. Establish and maintain solid relationships with financial institutions and banking community.
11. Review, analyze and recommend investment vehicles, assist in maintaining lines of credit and enforcement of the Tribe’s collection procedures.
12. Assist in tax planning and compliance with all federal, state and local applicable tax laws and regulations.
13. Perform tasks within the scope of the Finance Department operation as assigned.

QUALIFICATIONS:

1. Bachelor’s degree in Accounting, Economics, Finance, Business Administration, Business Management or related field with a minimum of five (5) years’ experience in fiscal management, accounting principles, practices, reporting and compliance requirements of budgets, contracts and grants and service in a supervisory capacity. In lieu of education requirement will consider a two (2) year degree in Accounting, Economics, Finance, Business Administration, or Business Management with ten (10) years’ experience in fiscal management, accounting principles, practices, reporting and compliance requirements of budgets, contracts and grants and service in a supervisory capacity.
2. High level mathematical, financial analysis and forecasting of income, funding sources and revenues.
3. Excellent computer operation with working knowledge of Microsoft computer applications (Word, Excel, and Access) and accounting applications and software.
4. Efficient in office equipment (copy, scanner, printers, and telephone) operation.
5. Excellent verbal and written communication skills with ability to understand and carry out both verbal and written instructions and request clarification when needed.
6. Solid Customer Service skills with ability to perform in challenging situations with professionalism and tact.
7. Strong work ethic, management and organizational skills with special attention to detail.
8. Pass a required background check, never convicted of a felony or any crime involving the mishandling of money or financial accounts.

JOB REQUIREMENTS:

1. Demonstrate effective knowledge of Standing Rock Sioux Tribe Financial Management Policies and tribal management systems, OMB Guidelines and regulations, Generally
Accepted Accounting Principles (GAAP), professional code of ethics, personnel policy and procedures and applicable tribal and federal laws.

2. Demonstrate effective knowledge of Tribal, state and federal developments and laws/regulations in areas of accounting and finance principles and practices.

3. Ability to work with minimal supervision and apply sound judgement with clear understanding of when consultation and/or approval of Chief Finance Officer is needed.

4. Ability to manage contract representative staff and conduct performance measurements; address issues and disciplining employees; planning, monitoring, and appraising job expectations.

5. Demonstrate strategic thinking and ability to examine and question assumptions with professional judgment.

6. Ability to be highly effective presenter in order to explain complex financial concepts of the financial sector to Tribal Council, Tribal Management, Committees, Program Directors, and Finance Department staff.

7. Demonstrate leadership skills in a high volume, fast paced environment as well as collaborate with peers and staff.

8. Demonstrate excellent problem-solving skills and understanding of various transaction details; ability to manage and track the various financial reporting schedules.

9. Demonstrate a professional level of understanding of financial reporting with ability to effectively prepare of records, statements and accounts on demand with accuracy and efficiency.

10. Ability to provide technical assistance for the continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.

11. Demonstrate competency in working with numerical data with ability formulize computations accurately.

12. Ability to effectively utilize accounting software; become proficient in electronic/automated/computerized accounting operating system.

13. Ability to work directly with outside auditors with solid understanding of the various interrelationships among the balance sheet, income statement, and statement of cash flows.

14. Ability to provide accurate and timely information with effective time-management and follow-up skills.

15. Demonstrate management and organizational skills with special attention to detail with ability to concurrently work on multiple tasks and under pressure in order to meet deadlines.

16. Ability to assist providing oversight of the Finance Department in accordance with required fiscal controls, reporting schedules and management responsibilities.

17. Ability to assist in the supervision and evaluation of Finance Department employees as needed; provides input and recommendation for Finance Department personnel actions in accordance with the Title XVIII and Personnel Policies and Procedures.

18. Demonstrate unwavering ethical conduct and integrity.

19. Sign a program confidentiality statement with understanding of the penalties for any violations as it pertains to financial and sensitive information.

20. Ability to perform manual and finger dexterity for operation of computer and routine paperwork, sit with tolerance to exposure to computer screen for extended periods.

21. Ability to attend and participate in Tribal Council and committee meetings as required; assist in the preparation of finance-related Tribal Council submissions.

NOTICE:
SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND
SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located in the Tribal Administrative Service Center, Fort Yates, ND. The position will under the supervision of the Chief Finance Officer, Standing Rock Sioux Tribe.

APPLICATIONS:

Submit a Tribal application to the Human Resource office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.