SCOPE OF POSITION:
The Contract Representative is responsible to ensure funds, grant and contract expenditures from various funding agencies received in the name of the Standing Rock Sioux Tribe are proper and within approved budgetary limits, prepare financial reports, conduct reconciliation of fiscal year expenditures with auditors and assist with initiation of requests of funds from funding agencies to assure that adequate funds are available for program operations.

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

DUTIES AND RESPONSIBILITIES:
1. Conduct monitoring of financial aspects of funds, grants and contracts to ensure that expenditures are within budgetary limits.
2. Processing purchase orders (ePOs) and cuff reconciliations to ensure expenditures are within budgetary limits on a quarterly basis.
3. Assist with the set-up of chart of accounts for new funds, grants and contracts as assigned.
4. Assisting Program Directors with the on-boarding and close-out process of program account numbers for funds, grants, and contracts.
5. Conduct fiscal orientation with Program Directors regarding new fund, grant and contract budgets and financial requirements.
6. Process drawdowns on a monthly and/or quarterly basis to ensure funds, grants, and contracts are drawdown and deposited into the SRST’s bank accounts.
7. Contact and communicate with funding agencies to ensure funds necessary for operations are deposited (drawn down) to SRST’s bank.
8. Provide recommendation corrective actions concerning financial concerns, issues or situations of assigned program fund, grant or contract budgets with the Program Directors.
9. Process indirect cost on a quarterly basis for funds, grants and contracts for assigned Programs.
10. Assist Program Directors with budgets, budget modifications and adjustments (JVs) with assigned fund, grant and contract.
11. Complete and submission of federal financial reports (FFRs) for all funds, contract and grants assigned to appropriate funding agencies.
12. Participate in meetings with Tribal auditors throughout the year to ensure fiscal requirements are met.
13. Resolve fiscal issues and concerns with assigned funds, grants and contracts with the respective programs.
14. Assist with other finance office duties as requested.

QUALIFICATIONS:

1. Must possess a two (2) year degree in Business Administration, Finance, Accounting or related field with two (2) years’ experience in accounting or finance related field. In lieu of minimum education requirement will consider a high school diploma with five (5) years’ experience in accounting or finance related field.
2. High level mathematical, financial analyses 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.

POSITION 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. Demonstrate strategic thinking and ability to examine and question assumptions with sound judgment.
5. Demonstrate excellent problem-solving skills and understanding of various transaction details; ability to manage and track the various financial reporting schedules.
6. Demonstrate a high level of understanding of financial reporting with ability to effectively prepare information on accounts on demand with accuracy and efficiency.
7. Ability to provide technical assistance for the continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
8. Demonstrate competency in working with numerical data with ability formulize computations accurately.
9. Ability to effectively utilize accounting software; become proficient in electronic/automated/computerized accounting operating system.
10. Ability to work with outside auditors with solid understanding of the various interrelationships among fiscal information.
11. Ability to provide accurate and timely information with effective time-management and follow-up skills.
12. 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.
13. Demonstrate unwavering ethical conduct and integrity.
14. Sign a program confidentiality statement with understanding of the penalties for any violations as it pertains to financial and sensitive information.
15. 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.
16. Ability to assist in the preparation of finance-related Tribal Council submissions.
17. Demonstrate leadership skills in a high volume, fast paced environment as well as collaborate with peers and staff.
18. Occasionally work beyond standard tour of duty when deemed necessary to meet the demands of contract representative functions.

NOTICE:
SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE 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 at the Finance Department, Standing Rock Tribal Service Center, Fort Yates, ND.

APPLICATIONS:
Applicants may submit their Tribal application to the Human Resource Department, 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.