

NORTHERN CHEYENNE TRIBE
DEPARTMENT OF ENVIRONMENTAL PROTECTION & NATURAL RESOURCES
JOB ADVERTISEMENT
2017 #2

Position: Financial Operations Administrator

Accountable To: Director

Classification: Permanent Full-Time

Salary Range: \$21.00 - \$23.00 / Hr.

Opening Date: March 20, 2017

Closing Date: March 31, 2017

How to Apply: Submit a NCT Application for Employment, Resume, Three (3) Letters of Recommendation (**dated within the past month**), Valid Driver's License Copy, Current Driving Record (**dated within the advertisement date**) from the State of Montana Motor Vehicle Division, College Degree copy, college transcripts, training certificates (if applicable), DD-214 Military Service Record (if claiming veterans preference), and/or a Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference) to:

Northern Cheyenne Tribe
Human Resources Department
P.O. Box 128
Lame Deer, MT 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

This position's primary responsibility is ensuring organizational effectiveness by providing leadership for the departments' financial functions. Provides direct management and administers all federal grant and contract budgets for the Department. This position is responsible for all financial transactions that pertain to accounts payable, accounts receivable, payroll, personnel, grant writing, procurement, travel, inventory, and supply. Working with the Director and other Administrators, the position also contributes to the development and implementation of organizational strategies, policies and practices. On occasion, will perform fieldwork to gain technical aspect of programs within the Department.

JOB CHARACTERISTICS:

Work Nature: This position performs financial administrative duties in the operation of the department by providing and interpreting financial information, managing budgets, analyzing change and advising accordingly, formulating strategic and long term financial goals, and managing financial/program reporting. This position requires work outside of normal business hours to attend meetings and to meet project deadlines. This position is responsible for sensitive information, requiring adherence to standard of confidentiality.

Supervision Received: This position will receive general supervision by the Director of the Environmental and Natural Resource Department.

Supervision Exercised: This position will exercise supervisory duty/authority over positions outlined by the Director and documented in writing.

Essential Functions: Administrative duties require the organization, planning, scheduling, budgeting, and reporting to multiple funding agencies. Works closely with the Central Finance, Procurement, Property and Supply, and Human Resource Departments of the Tribe to ensure accountability in program expenditures and requirements. Must have knowledge of the OMB circulars in regards to Federal and State program management and finances. Assists other programs within the department and contributes to the goal of conservation and protection of the Tribe's environment and natural resources.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: This position requires knowledge of the N.C. Tribal Personnel, Travel, Property, Purchasing, and Financial Management manuals. Requires knowledge of federal requirements as they pertain to the administration and management of federal grants.

Skills: Implementation of procedures and budget/program management. Also, position requires skills software use, records management, and use of office/field equipment.

Abilities: This position requires the ability to organize, plan, and develop programs, proposals, and workplans. This position requires the ability to perform complex administrative duties, deal with administrative detail, handles stressful situations, exercise sound judgment, work without supervision, communicate effectively orally and in writing, follow verbal and written instructions, and establish effective working relationships with fellow employees, supervisors, and the public. On occasion, this position requires the ability to conduct fieldwork in all weather conditions, operate field equipment, use program vehicles. Must be able to lift over 50lbs. Also, this position as related to the entire department will have other duties assigned and will likely be cross-trained to assist other departmental programs.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

1. Provides financial management, budget planning, analyzing systems, and monitoring controls.
2. Provides management of grant and contract budgets for all programs within the department.
3. Monitors financial reporting and forecasts each programs financial performance against budget, financial, and operations goals.
4. Development and preparation of proposals, grant applications, workplans, and budgets.
5. Reviews and approves all travel payments and conducts reconciliations of travel documents.
6. Reviews and approves all payroll and personnel transactions,
7. Coordinates all departmental position advertisements, screening, interviewing, and hiring.
8. Manages and approves all procurement, property/supply, and contract transactions and payments.
9. Reviews incoming drafts, prepares final, and submits final program reporting due to the funding agency.
10. Provides for all financial records management and maintains inventory.
11. Supervises and has Acting Director Delegation Authority, as needed.

EDUCATION, EXPERIENCE, AND/OR TRAINING REQUIREMENTS:

1. A Bachelor of Science Degree from an accredited college or university with major coursework in natural resources, environmental science, business administration or management, or a related field.

OR

2. The following combination of education, experience, and/or training: An Associates of Arts or Science Degree, at least FIVE years of specialized experience that demonstrates understanding of grants management, program administration, financial management, and training that provided professional program knowledge.

ADDITIONAL KEY REQUIREMENTS:

1. Must sign waiver for pre-employment drug testing and pass urinalysis screening.
2. This position requires use of program vehicles and equipment. Must possess a valid driver's license and be insurable under the Tribe's Insurance Policy. Must provide a copy of driver's license and driving record.
3. Must sign a disclosure statement and agree to a background check. Selection and retention in this position is contingent on a successfully adjudicated criminal history check and background investigation.

ADDITIONAL WEIGHING FACTORS:

1. Indian Preference will be given to qualified enrolled members of a federally recognized tribe, with priority consideration to members of the Northern Cheyenne Tribe. Must provide a copy of your Certificate of Indian Blood or tribal identification.
2. Veterans Preference will be given to applicants discharged or released from active duty in the Armed Forces under honorable conditions (i.e., honorable or general discharge) are eligible for veterans' preference. Must provide DD-214 Military Service Record.