

**NORTHERN CHEYENNE TRIBE  
BOARD OF HEALTH  
JOB ADVERTISEMENT  
FY2021**

**POSITION:** Director of Finance **SALARY:** \$31.00 per hour

**DEPARTMENT:** Northern Cheyenne Board of Health

**ACCOUNTABLE:** Tribal Health Administrator

**CLASSIFICATION:** Regular Full Time, Covered, Exempt

**OPENING DATE:** January 12, 2022 **CLOSING DATE:** January 26, 2022 at 4PM

**How To Apply:**

1. Submit a completed Northern Cheyenne Tribe application
2. Resume'
3. Three (3) current (within 1 year) letters of recommendations
4. Tribal certification (if claiming Indian preference)
5. DD214 (if claiming Veteran's preference)
6. Copies of credentials, certifications, trainings pertaining to finance.
7. A certified copy of transcript is required for this position.
8. Current copy of State of Montana Driver's License.
9. Must have a good driving record and be insurable with our company.
10. Must submit to and pass a reference and criminal background check.

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:**

This position monitors the financial component of the Tribal Health Administration. This position is a support position to the fiscal operations to the Northern Cheyenne Board of Health.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position requires knowledge of accounting principles, Federal Funding Process, A-87, OMB Circular, Cares Act and American Rescue Plan (ARPA) rules and regulations. Must be familiar with other grant funding criterion including National, State, and Private foundations and familiar with IHS accounting principles.

**Personal Contact:** Tribal Health Administrator, Central Finance Accountant, Revenue Enhancement, Billings Area Indian Health Service, NC BOH Program Staff in Third Party Business Office, State/Federal Employees.

**Supervision Received:** General Supervision by Tribal Health Administrator

**Supervision Exercised:** Daily Supervision of the Procurement/Property Coordinator, Travel Coordinator, Accounts Payable Clerk, and the Supply Technician.

**Essential Functions:** Ethical Accounting Practices, administrative skills, and communication skills; oral and written, adhere to confidentiality, excellent organization Skills and Supervisory Skills.

**AREAS OF JOB ACCOUNTABILITY:**

- Monitors finances in compliance with Tribal Financial Policies and assists all Program Directors informing them of necessary budget revisions or funding changes.
- Works closely with the Tribal Health Administrator by providing daily, weekly, monthly, and annual financial reports. Assists the BOH Finance office staff; Procurement/Property Coordinator, Travel Coordinator, Accounts Payable Clerk, and the Supply Technician as needed.
- Works with the Billings Area Office Indian Health Service contracts officer on budget modifications, tribal shares, contract support cost, and BOH Annual Funding Agreement (AFA) process.
- Attends Board meeting for program budget approvals and revisions. Works closely with Program Directors on Employee Action Notices on availability of funds for new positions, part time positions and initials the EAN form it is in compliance with the budget.
- Must have excellent verbal and written communication skills.
- Adheres to strict standards of confidentiality, and comply with the privacy act, HIPAA, standards.
- Will adhere to the Personnel, Financial, Travel, Drug & Alcohol, Property, and Purchasing Policy manuals for the Northern Cheyenne Tribe.
- Must adhere to the policies of the Northern Cheyenne Tribal Board of Health Department
- Must have the ability to maintain effective working relations with fellow employee, other staff that come in contact with on a daily basis.
- Must be able to handle conflict resolution with good judgment, professionalism and courtesy.
- Directs the activities necessary to ensure the successful completion of budget planning, development, and implementation of comprehensive financial program management for the board of health programs.
- Overseeing the development of and implementation of law, regulations, policies and procedures governing the financial operations and management of Board of Health Programs.
- Participating in the formulation or implementation of organizational program goals, and priorities.
- Provide financial support for work activities teams to ensure that program operations are compliant.
- Works closely with all program directors on all aspects of budgets for future grants.

- Work with the program directors and Tribal Health Administrator on complex functional implementation projects in a multi-project environment, achieving project goals within budget and establish necessary time frames to meet program or grant deadlines.
- Designs, develops, and implements tracking system and tracking process of agency budgets in collaboration with Program director and staff accounts within the finance department of the tribe.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge with Accounting Principles, Accounting practices of Northern Cheyenne Tribe. Federal Funding Process, Third party billings, revenue generation, A-87, OMB Circular, Cares Act and American Rescue Plan (ARPA) rules and regulations. Must be familiar with other grant funding criterion including National, State, and Private foundations and familiar with IHS accounting principles. Must have prior supervisory work experience and prior experience working with budgets and grants.

**Skills:** This position requires skill in computer, calculators, effective communications skills.

**Abilities:** Ability to supervise, delegate, review and coordinate work of employees supervised. Must be able to analyze budget reports from Central Finance.

**JOB PERFORMANCE STANDARDS:**

- The incumbent will provide ongoing personal growth through education and maintenance of certifications.
- Maintain a high level of competency within staff.
- Ensures that correct codes are on vouchers, EAN's, Requisitions by initialing such documents.
- Assists all programs on preparation of continued funding.
- Assists all programs in development of new budgets or revised budgets.
- Works closely with Tribal Accountant at Central Finance.
- Makes monthly report to Tribal Health Administrator on weekly, monthly activities.
- Works closely with Billings Area Indian Health Service Contracting Officer on budget modifications as well as other funding agents or grant administrators.
- Attending training, conferences as requested by the supervisor.

**Job requirements:**

**Knowledge:** This position requires knowledge of tribal management policies, and federal/state regulations geared toward Indian Health. Knowledge of administrative support functions, organizational structure of tribal health departments, and office management. Must be familiar with the budgeting process both tribal and federal.

**Skills:** This position requires skills in office management including telephone etiquette, clerical, computer software/hardware, and other office equipment. Must have skills in letter, memo and basic proposal writing. Requires good organizational and coordination skills. Must have good communication skills both oral and written.

**Abilities:** This position requires the ability to review, coordinate, delegate and supervise the work of the employees. More importantly, must adhere to strict standards of confidentiality.

**Job performance standards:**

- Maintains and efficient and orderly office environment.
- Adheres to confidentiality.
- Observes work hours.
- Demonstrates punctuality.
- Practices good public relations in support of tribal health's functions and activities.
- Establishes and maintains effective working relationship with supervisor, fellow employees and the public.

**Education and Experience:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High school diploma or GED.
- An associate degree in office management, business administration is required. Bachelor's in accounting and Finance is preferred.
- 5 years of supervisor experience.
- 8 years of financial office and governmental management is preferred.