



NORTHERN CHEYENNE TRIBE



Post Office Box 128, LAME DEER, MONTANA 59043
PHONE (406) 477- 4865 FAX (406) 477- 8324

Position: Tribal Treasurer

Salary: Depends on Experience (D.O.E)

Accountable to: Northern Cheyenne Tribal Council

Open date: 6/7/2022

Close date: 6/23/2022 by 5:00pm, close of business

Summary of Work:

The Tribal Council Treasurer shall be the custodian of all moneys which come under the jurisdiction or control of the Tribal Council of the Northern Cheyenne. The Treasurer pay out money in accordance with the orders and resolutions of the Council. The Treasurer shall keep accounts of all receipts and disbursements and shall make written reports of same to the Tribal Council at each regular and special meeting. The Treasurer shall be bonded in such an amount as the Council by resolution shall provide. The books of the Tribal Council Treasurer shall be subject to inspection or audit by the direction of the Council or as required by funding agencies. The Tribal Council Treasurer shall supervise technical and support staff as required. The Tribal Council Treasurer must be familiar with the Abila MIP accounting software. The Tribal Treasurer serves as the primary fiduciary officer for the Northern Cheyenne Tribe and must be familiar with the importance of the required annual financial audit.

How to apply: Applicant must submit all of the following to be considered.

- Letter of Interest
- 3 letters of character references (must be dated within 1 year of advertisement)
- Proof of Northern Cheyenne Tribe Enrollment
- Copies of all transcripts, credentials or training materials

Applications, hardcopy or electronic will only be accepted by the Northern Cheyenne Tribal Council Secretary Nizhoni Friesz. Any questions please contact Secretary Friesz at (406) 690-5413 or by email nizhoni.friesz@cheyennenation.com.

LITTLE WOLF AND MORNING STAR – Out of defeat and exile they led us back to Montana and won our Cheyenne homeland that we will keep forever.