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## LITTLE SHELL TRIBE OF MONTANA OF CHIPPEWA INDIANS

### JOB ANNOUNCEMENT

**TITLE:**  
**DEPARTMENT: COMPENSATION: OPENS:**  
**CLOSES: STATUS:**

**ACCOUNTING MANAGER**  
**FINANCE**  
**COMMENSURATE WITH EXPERIENCE**  
August 11, 2022  
September 15, 2022  
**EXEMPT**

### GENERAL PURPOSE

This is a management position responsible for managing and overseeing the daily operations of the accounting department with a focus on ensuring the timely and accurate delivery of financial statements and reporting.

The Accounting Manager establishes and enforces department accounting policies, procedures, record keeping, and reporting systems. Operates department in compliance with Tribal, State, and Federal Laws and regulations. Guides other departments by researching and interpreting accounting policy and applying observations and recommendations to operational issues.

May be required to assist other Tribal enterprises in financial related matters.

### DUTIES AND RESPONSIBILITIES

The Accounting Manager is under the direct supervision and evaluation of the Tribal Chairman and Treasurer. This position develops and implements systems for collecting, analyzing, verifying, and reporting financial information and managing accounting staff. The Accounting Manager has the following responsibilities:

- o Develop staff by managing performance, settings goals, providing ongoing training, and maintaining strong employee relationships.
- o Assess current practices and procedures and make recommendations for improvements.

- Coordinates an annual budgeting process with the Tribal Council and Tribal department supervisors/managers.
- Ensures that daily financial transactions are completed in an accurate, timely and efficient manner. This would also entail daily posting of cash and journal entry transactions when other staffing is not available.
- Work with external auditors to ensure correct and timely closing and reporting at year end.
- Provides the Tribal Council with quarterly financial status reports for all Tribal government funds including contracts and grants, indirect cost pool, general funds, investments data, and trust accounts.
- Reviews, analyzes, and interprets financial and statistical reports and advises program management in financial matters, prepares or directs preparation of a variety of specialized financial management reports, financial statements, and schedules.
- Oversees budget/financial management for all governmental accounts. Monitors charges to the Tribal government to ensure they are reasonable and necessary. Reviews documentation, evaluates expenditure activity, and monitors cash flow status.
- Works in a responsive and cooperative manner with staff and department supervisors/directors to assure quality control and accuracy of program records, financial reports, and prepares an annual report for Tribal Members at the Annual Meeting.
- Avoids legal challenges by understanding current and proposed legislation, enforcing accounting regulations, and recommending new procedures.
- Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness and efficiency and provides appropriate incentives, guidance.
- Interfaces with grant agency and Tribal management system personnel to ensure programs are managed in compliance with applicable regulations and Tribal policies and operating procedures.
- Duties and responsibilities will include other activities and areas as needed to carry out the position functions.

## QUALIFICATIONS

- A Bachelor's Degree from an accredited university **with** two years supervisory experience in government fund or non-profit accounting, program planning, budgeting, and contract and grant administration
- A Certified Public Accountant or Certified Management Accountant designation is preferred.
- Experience managing grants and contracts, budgeting, reporting and accounting processes.
- Experience with federal requirements that govern contract and grant administration.
- Experience with applicable accounting standards of the Governmental Accounting Standards Board (GASB).
- Experience in general ledger, cash flow, and budgeting management systems. Experience working with tribal governments preferred
- Experience with the Abila MIP Fund Accounting System software is preferred
- Excellent communication skills and the ability to prepare and present clear and concise reports, both verbally and in writing.
- Applicants for management positions are required to submit to pre-employment background checks and the results will be used to determine suitability for employment with the Tribe.

Qualified Tribal members and Veterans preference will apply in compliance with the Tribe's Personnel Policies and Procedures Manual.

## IMPORTANT APPLICATION CRITERIA

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

**Telephone calls are not accepted in place of an employment application or letter of interest.**

When the position qualifications require a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees, official college transcripts and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference, Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribe for 90 days thereafter.

A **completed** Tribal Employment application must be submitted to the Little Shell Tribe of Montana of Chippewa Indians, [m.wendland@lstribe.org](mailto:m.wendland@lstribe.org)

Applications are accepted until **5 p.m.** on the closing date.