

JOB ANNOUNCEMENT

Position Title: Finance Officer

Department: Upper Sioux Community Tribal Operations Finance Department

Reports To: Tribal Treasurer and Board of Trustees

Closing Date: Opened until filled

SUMMARY

Assist the Tribal Treasurer with oversight of the Tribal Government financial programs and supervise Finance staff.

QUALIFICATIONS

A. Education and Experience

Associates Degree/Finance Degree with coursework in accounting, business management or related field and considerable experience working in accounting, or equivalent combination of education and experience.

B. Abilities

1. Ability to retain confidential and proprietary information of individuals and of the tribe.
2. Ability to read, analyze and interpret financial data and documentation.
3. Ability to define problems, collect data, establish facts and draw valid conclusions.
4. Ability to write professional correspondence.
5. Ability to work effectively with others
6. Ability to understand and fulfill verbal or written directives and carry them out effectively in a timely manner.
7. Ability to deal tactfully with the public.
8. Ability to handle criticism constructively and follow the chain of command.

C. Knowledge

1. Possess knowledge of computer programs, especially MAS 90 financial programs, Windows, Excel, internet, email, etc.
2. Possess Confidentiality skills and understand HIPPA regulations.
3. Possess excellent reporting skills
4. Possess excellent writing skills
5. Possess required knowledge of office equipment and its proper usage

D. Scope of Duties

1. Oversee the operations of the Finance Department
2. Prepare and manage the annual budget
3. Manage 401K & worker's compensation benefits, and yearly audits pertaining to them
4. Perform general accounting functions and journal entries
5. Report weekly payroll taxes, quarterly payroll reports, and year-end payroll reports
6. Manage operations of the Per Capita and Loan Departments
7. Manage several checking accounts
8. Manage and coordinate tribal grant payments
9. Manage Health Insurance payments and monthly Minor Trust payments
10. Assist the Tribal Treasurer with any related duties as directed.
11. Manage and Interpret multiple duties and directives.
12. Prepare correspondence and statements
13. All other duties as assigned or directed by superiors per the chain of command.

E. Other

1. Possess a valid Minnesota Drivers License and current insurance.
2. Submit to a background investigation
3. Submit to random drug testing.
4. Native American preference will apply.
5. Willing to obtain training as necessary and/or required.

F. Contact Information

Send a cover letter and resume to:

Upper Sioux Community
Board of Trustees
Attn: Meri Jo
PO Box 147
Granite Falls, MN 56241-0147