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## **POSITION DESCRIPTION**

Position Title: Finance Assistant

Department: Upper Sioux Community Tribal Operations Finance Department

Reports To: Finance Officer, Tribal Treasurer and Board of Trustees

Hours: Full Time.

### **SUMMARY**

Assist the Finance Officer and Tribal Treasurer with oversight of the tribal government financial programs and provides oversight of the Minor Trust and Tribal Benefits programs.

### **QUALIFICATIONS**

#### **A. Education and Experience**

Associates Degree; Finance Degree and/or its equivalent in 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 SAGE 100 financial program, Windows, Publisher, Excel, PowerPoint, internet, email, etc.
2. Possess confidentiality skills and understand HIPPA regulations.
3. Possess excellent writing and reporting skills
4. Possess knowledge of office equipment and its proper usage

**D. Scope of Duties**

1. Weekly Payroll, Accounts Payable, Accounts Receivable, and 1099 preparation
2. Bank reconciliations and General Journal entries
3. Manage the Minor Trust Fund Account requests and inquires
4. Oversee the Tribal Benefit distribution program.
5. Assist the Finance Officer and Tribal Treasure with any related duties as directed.
6. Manage and Interpret multiple duties and directives.
7. Prepare correspondence and statements
8. All other duties as assigned or directed by superiors per the chain of command.

**E. Other**

1. Possess a valid Minnesota Driver's License and current insurance.
2. Submit to a background investigation
3. Submit to random drug testing.
4. If applying under Native American Preference, the candidate must be fully qualified for the position.
5. Willing to obtain training as necessary and/or required.

**G. General Information regarding employment at USC**

- Regular full-time hourly position
- Hours are 8am to 5pm (with mandatory lunch from noon to 1pm)
- Must use time clock for all start and stop times
- Time card are due Monday mornings
- Payroll is every Tuesday, no advances are allowed
- Subject to pre-employment drug screening and background check
- Random drug test
- 90-day probationary period
- ABSOLUTE CONFIDENTIALITY MUST BE MAINTAINED
- Paid holidays after completion of 90-day probation
- Vacation and Sick Leave are earned at a rate of 2.5 hours each for every 40 hours worked, and can be used after completion of 90-day probation
- Health Insurance is offered
- Family and Medical Leave (FML) is available after completion of 12 consecutive months of employment
- Report to Finance Officer
- This is not a supervisory or salaried position
- Perform other duties as assigned