



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY
Big Pine Paiute Indian Reservation

Job Description

POSITION: Fiscal Manager
SUPERVISED BY: Tribal Administrator
PAY RATE: DOE - (Starting Range: \$25-32/hr)
STATUS: Exempt, Full-time, 40 hours/week, with benefits

GENERAL STATEMENT OF RESPONSIBILITY: The Fiscal Manager has the overall responsibility for managing the financial records and reporting for the Big Pine Paiute Tribe, and related entities under the umbrella of the Tribe, including related duties, as assigned. This position prepares and makes recommendations to the Tribal Council, and to various commissions and committees, as needed.

JOB DUTIES: *Duties will include, but not be limited to the following:*

1. Develop budgets for various revenue funds and work with departments to keep track of monthly and annual expenses.
2. Prepare budgetary data for each program/grant.
3. Perform required General Ledger Activities daily to prepare financial reports as requested.
4. Prepare financial documents for each program director/coordinator, including financial close-outs at the end of each month.
5. Manage the fiscal requirements for all income sources.
6. Provide reports to the Tribal Administrator and Tribal Council on all matters pertaining to the Fiscal office, including presentation of periodic financial and operations reports, policy matters, Federal legislation, and rules and guidelines affecting the Fiscal needs and issues of the Tribe.
7. Direct oversight of the following fiscal responsibilities and able to perform these duties when necessary:
 - a) Payroll duties:
 - Prepare all time sheets for payroll and;
 - update personnel files
 - b) Accounts Payable - prioritize & code billings for payments; process checks
 - c) Account Receivable - receive & receipt incoming payments
8. Prepares bank deposits weekly of all incoming revenue (i.e. water/sewer payments, housing, rentals, leases, etc.)
9. Reconcile all monthly Bank Statements for each Bank Account with the General Ledger.
10. Prepare and submit Federal and State tax deposits and quarterly reports
11. Represent the Big Pine Paiute Tribe in dealings with other entities in connection with matters pertinent to fiscal issues and activities.
12. Attend meetings and conferences as a Tribal representative for financial programs, training, and participation in pertinent organizations and programs.
13. Develop and maintain adherence to policies and procedures for an effective and efficient operation of the Fiscal Office and serve as the primary staff point of contact to coordinate annual audits of the Tribe.

14. Responsible for administration of the Fiscal Department including recruitment, training, development and supervision of the staff.
15. Assist with Development of the financial resources required to support eligible Tribal activities, including government grant sources, loan guarantee programs, private sector programs and investment, incentives and all other financial support sources.
16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. A minimum of a Bachelor's degree in Accounting, Business Administration, Public Administration, or the equivalent of a minimum of five (5) years of management experience in fiscal matters.
2. Requires good verbal and written communication skills, computer literacy, knowledge of and experience in accounting and finance with emphasis on public sector policies, practices, and fund accounting.
 - Must have the ability to deal tactfully with individuals and fellow administrative staff in a cooperative way for the complete and efficient discharge of the duties of this job.
 - The Tribal Council may waive certain educational and/or experience requirements when in their judgment an applicant has qualifications or experience that offsets a deficiency in the other.
 - Must abide by Tribal confidentiality agreement.
 - Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
 - Must pass pre-employment and random drug screening.

PREFERRED QUALIFICATIONS:

1. At least three years experience in working with federally administered Native American Programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Previous experience with proprietary accounting software programs and applications.
- Must have a working knowledge of modern office practices and office machines, be highly computer skilled and have the ability to utilize a 10-key calculator.
- Ability to work independently and with minimal supervision on assigned tasks.
- Must be knowledgeable of general office procedures and filing protocols.
- Excellent organizational skills with strong attention to detail and the ability to complete a variety of tasks while often working under deadlines.
- Must adhere to Tribal Dress Code and Tribal Personnel Policies and Procedures.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit for extended periods of time at a desk and in front of a computer screen. Bending and lifting files is also regularly required.

Deadline to apply: Friday, May 31, 2019. Application forms are available on the Tribe's website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.

For questions or additional information, please contact 760.938.2003 or info@bigpinepaiute.org.

Submit materials outlined below to:

Big Pine Paiute Tribe, P. O. Box 700, Big Pine, CA or in person at 825 S. Main Street, Big Pine

- a completed Big Pine Paiute Tribal Application and TERO application form (required)
- a brief letter describing your interest in the position, including how your skills meet the required job responsibilities (required)
- a résumé (required)
- a list of three professional references (optional)

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)

P.O. Box 700 • 825 South Main Street • Big Pine, Ca 93513 • Office No. (760) 938-2003 • Fax No. (760) 938-2942