

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: cskt.org
E-mail: melanie.piedalue@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Fiscal Manager

LOCATION: Early Childhood Services

SALARY: \$21.00 - \$24.35 per hour

CLOSING DATE: Thursday, November 29, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

This position oversees and directs accounting, financial auditing and reporting, and budgeting for the Early Childhood Services programs. This position provides the official interface between Early Childhood Services and Tribal Contracts and Grants Specialist regarding all fiscal issues.

DUTIES:

A. Accounting:

1. Coordinates with the Confederated Salish and Kootenai Tribes Contracts and Grants Department to ensure that financial and management accounting, budget functions, and reports are completed accurately and on time.
 - Performs accounting functions for Head Start/Early Head Start Programs, ECS Childcare Program, Child and Adult Care Food Program (CACFP), Johnson O'Malley, Bureau of Indian Affairs (Part B and C), ECS Center Parent Committees, and any additional grants or program awards for any given fiscal year.
2. At the request of the ECS Director, assists in the preparation of budgets and grant applications including, but not limited to, preparation of budget line item spreadsheets.
 - Prepares and submits the Grant Application Budget Instrument (GABI) before the May 1st deadline.
4. Assists the ECS Director in budget management and control. In conjunction with the ECS Director, monitors consistency between contract budget and actual expenditures.
5. Maintains, compiles, and collates all fiscal, budgetary, and monetary data relevant to audits to be performed. Serves as a liaison with all funding sources and independent auditors to ensure compliance with funding source rules and regulations, compliance with applicable laws, and to maintain appropriate program cash flow.
6. Oversees and directs the fiscal operations of ECS programs, including submission of all financially related reports, compiling and analyzing financial information.
7. Executes complex accounting operations ensuring that accounting procedures are in place and followed.
8. Assures preparation and maintenance of complete and accurate cash receipts. Monitors the appropriateness of all processed payments and disbursements.
9. Prepares general journal entries, submits to Central Accounting, and verifies for accuracy.

10. Calculates and monitors Indirect Costs to ensure compliance with annual grant award requirements.
11. Enforces proper internal control procedures.
12. Annually applies for and maintains ECS Gaming License used for fund raising. Handles monies for all ECS related fund raisers.
13. Prepares monthly parent account reconciliation.

B. Reports:

1. Coordinates with the OHS Grants Specialist and the CSKT Grants Specialist monitoring program compliance of Federal and Tribal guidelines ensuring that reports are compiled and transmitted in a timely and appropriate manner.
2. Prepares monthly financial and reconciliation reports by the required deadline.
3. Prepares and submits quarterly financial statements for BIA, bi-annually for OHS, and final reports for both agencies.
4. Confers with the ECS Director and applicable administrative staff in the preparation of financial and activity reports and budgets including, but not limited to, reports to funding sources, the Governing Body (Tribal Council), and the Parent Policy Council.
5. Calculates and monitors the program's non-federal share. Accurately posts In-Kind contributions used for the semi-annual and annual financial report submitted to the federal Department of Health and Human Services. Prepares final In-Kind report.

C. Other:

1. Participates in the annual program self-assessment.
2. The incumbent is a mandatory reporter of observed or suspected child abuse and neglect. Must properly report and document any incidents.
3. Travel throughout the reservation and to state and out-of-state locations for training and meeting purposes is a requirement of this position.
4. Attends mandated trainings and meetings, and seeks out professional development opportunities for self.
5. **Performs other duties as assigned.**

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

1. Bachelor's Degree or Associate's Degree in Accounting, Business Management or related field **OR** in the absence of a degree, incumbent must have at least eight (8) years of progressively responsible experience in all phases of Tribal government administration and accounting.
2. Four (4) years experience in basic office procedures including ability to operate office equipment normally associated with this position; ability to use Word, Excel, and Windows software programs.
3. Three (3) years supervisory experience of a small to medium size work group.

General qualifications:

- Employment preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Possess current CPR and First Aid certification with Infant/Child endorsement or be willing to obtain upon hire.
- Health Requirements:
 - Current Physical Exam or ability to obtain Physical Exam upon hire.
 - Current on required immunizations or ability to become current upon hire.
 - Verification of recent TB screening or ability to complete required screen.
- **Must pass drug test and complete a Criminal Record Check including finger-printing,** (no violence against children or individuals, no domestic violence, no sexual abuse or violent acts against children or any person) **prior to employment** and every 2 years thereafter; subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel Department.
- Possess and maintain a current Montana Driver's License and be insurable under the Tribes' fleet policy.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for a detailed description of desirable qualifications.

SUBMIT:

1. Completed Tribal employment application (resumes are not accepted).
2. Completed supplemental questionnaire for background investigations.
3. Copies of relevant academic transcripts and training certificates.
4. Must provide a copy of a valid driver's license.
5. Proof of enrollment from a federally recognized Tribe.
6. If claiming veteran's preference, a copy of DD214.

SUBMIT ALL OF THE ABOVE TO: Cynthia Matt, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1259.

FOR MORE INFORMATION: Jeanne Christopher, ECS Department Head – (406) 675-2700 Ext. #5513

