

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PERSONNEL OFFICE
PO BOX 278
PABLO MT 59855
406-675-2700
FAX 406-675-2711
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E-mail shelley.grenier@cskt.org**

*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: Cash Flow and Investment Manager

LOCATION: Office of Accounting, Budget & Compliance
Pablo, MT.

SALARY: \$37.81 to \$43.45 per hour

CLOSING DATE: Thursday, May 9, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the Tribal Drug Testing Policy.

The successful applicant, if not already employed with the Tribes, must pass pre-hire drug test and serve a mandatory six-month probationary period.

This position is a management level position with the fiduciary responsibilities assumed in managing the Confederated Salish and Kootenai Tribes cash flow and investments needs and objectives while strictly adhering to the Tribal Investment Policies and Procedures.

DUTIES:

- Understanding CSKT's cash flow and Investment objectives.
- Develop and maintain effective communication between the investment office and the banks, brokers, agents, and representatives of CSKT holdings and provide accurate, up to date, and timely cash-flow and investment directions.
- Continually explore, investigate, and analyze new and developing investment opportunities and submit recommendations to the Central Accounting Manager.
- Submit regular monthly investment portfolio reports to the Central Accounting Manager, Director of Financial Management for Tribal Council.
- Monthly update the Central Accounting Manager of investment holdings, performance, and coverage.
- Inform the Central Accounting Manager of any potential problems or risks the Investment Office encounters, or perceives in its function, its holdings, or investments.
- Develop and maintain regular communication with Program Managers and Department Heads for the development of effective investment strategies for budgeted funds.
- Prepare revenue projections regarding dividends, interest, and capital gains.
- Maintain a high level of confidentiality concerning the information and documents available, to the position. Contacts will be done with the highest level of courtesy and professionalism and a positive and cordial demeanor. In addition, never discussed outside of work hours.
- Providing a continuous review of policies and procedures ensuring they are efficient, effective, and up-to-date; will initiate action to revise when necessary.
- Responsible for maintaining and updating written policies and procedural manuals.
- Provide training on cash flow, cash accounts and investment activities as needed.
- Performing due diligence on current and future investment options and opportunities.
- Keep current and educated on local, national, and international economic conditions, economic policies, and news that may affect current and future investments and strategies.

- Keep current with Securities and Exchange Commission regulations.
- Maintain safety and security of cash and investment account portfolios according to CSKT Investment Policies and Procedures with a particular focus on maintaining appropriate risk, concentration, and coverage levels.
- Develop and maintain investment strategies for Fund Portfolios to achieve the highest returns on idle funds while maintaining the safety and security required by CSKT and Funding Agency Investment Policy.
- Match investment strategies to maintain the cash-flow requirements of Tribal Council directives, CSKT Programs, and CSKT internal and external loans.
- Develop and maintain monthly investment portfolio reports and logs for each investment fund detailing the investment activity, balances, type, earnings, and performance for each.
- Responsibility for conducting daily reviews of investment activity ensuring that all available funds are invested appropriately, and maximizing time to be invested in accordance with regulations and requirements applicable to a particular fund.
- Review the activity of investment accounts managed by outside investment management firms to ensure that there are no duplicate investment vehicles utilized.
- Request GL Manager or Accounting Manager to initiate cash transfer procedures between banks, investment accounts, and investment brokers/ agents.
- Transferring funds as detailed within the budget authority to the general fund account.
- Monitor all cash accounts to maintain and insure balances fall under the collateralized and FDIC coverage/ protection of the institution, including Investment cash accounts.
- Ensure cash and investment transactions are posted to the General Ledger timely and accurately.
- Keep current with Tribal Council Resolutions that affect the cash-flow requirements of departments and subsidiaries.
- The above is not all-inclusive and other related duties may be assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's Degree in an accounting related field. Preference will be given to experience with Accounting and Finance management and the Confederated Salish and Kootenai Tribes.
- Preferred knowledge, experience or ability to learn:
 - Investment options, products, and vehicles.
 - Portfolio design and maintenance.
 - Investment practices and terminology, governmental accounting principles and procedures.
 - Financial calculators, spreadsheets, and tribal accounting software programs.
 - Calculating complex ratios, algorithms, and financial equations.
 - Researching and analyzing equities, corporate bonds, CDs, Treasuries, corporate 10Qs and 10Ks, and Credit Reports such as S&P and Moody's. High degree of skill in written and oral communications.
 - Operating a variety of office equipment and advanced computer skills.
- Ability to establish and maintain effective working relationships; to communicate effectively in a variety of mediums including both oral and written reports of varying complexity and detailed issues; interpret regulations and policies; coordinate a variety of administrative processes. Possess analytical and problem solving abilities. Must work independently and as a team member to accomplish tribal and department goals.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- ✚ Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.

SUBMIT:

1. Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
5. If claiming Veterans preference, submit a copy of the DD214 form.

❖ FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

✓ **INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.**

SUBMIT ALL OF THE ABOVE TO: Personnel Department, PO Box 278, Pablo, MT 59855, (406) 675-2700, Ext. 1040.

FOR MORE INFORMATION: Contact Wanda Salomon, Central Accounting Manager 675-2700, Ext. #1024