

Finance Manager (Stroud) #2021-33

This position is located in the Finance Department at Sac & Fox Nation's Administration Building. The Finance Manager is responsible for assisting the Controller to provide management and the Business Committee with relevant financial data necessary for budgetary and financial decisions. Oversees the operation and management of the Finance Department activities and staff. Reports directly to the controller. Responsible for directly supervising employees in the Finance Department. Directly responsible with concurrence of Controller for hiring, conducting performance evaluations, and disciplinary measures. Directs and coordinates activities of the Finance Department using standard accounting principles; acts under the authority and responsibility delegated by the Controller, Tribal Administrator, or Treasurer. Prepares and makes recommendations to the Controller based on financial analysis of operations. Assists in maintaining the network server and ascertains proper backup procedures are in place and followed. Ensures proper storage of electronic and non-electric accounting reporting requirements are completed by staff as specified in contracts/grants, compact as required. Bachelor's Degree in Accounting or Business Administration, or related field. Minimum of five (5) years' experience in accounting, one (1) of which must be as a department manager or supervisor. Knowledge of budget preparation and management. Knowledge of all standard accounting procedures and principles. Familiar with banking procedures as they relate to money movement. Knowledge of cash management, expenditure, and disbursement processes. Fiscal administration, including pension plan and benefits administration. Ability to demonstrate positive supervisory practices.

CHAPTER TWO RECRUITMENT

2. IN-HOUSE RECRUITING

The Human Resources Department shall post all job vacancies on designated Sac and Fox Nation bulletin boards for not less than three (3) working days as part of its "promotion from within" policy. These notices of job vacancies are primarily for Sac and Fox Nation employees to be aware of them first. The Director and/or Business Committee may request Human Resources to recruit both in-house and outside, concurrently, if justified.

The Human Resources Department is taking In-House applications for the following position: Special Projects Staff Accountant (Stroud). The Human Resources Department must receive all In-House applications before the close of business on Friday, July 9, 2021.