

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
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**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** Finance Supervisor  
(Contract position)

**LOCATION:** Department of Human Resource Development  
Finance Division

**SALARY:** \$27.72 to \$31.86 per hour

**CLOSING DATE:** Thursday, December 12, 2024 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This position is (NOT) 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.*

**DUTIES:**

- Prepares budget projections and facilitates meetings.
- Assists with project/program development, and monitoring.
- Prepares annual budgets, new grant budgets, and completes modifications on budgets.
- Participates in analysis of and has authority to recommend program changes to meet the needs of changing service population.
- Assists Division Managers with meeting all reporting requirements set by the grant/budget they are managing (Tribal/Federal/State).
- Participates in and assists with grant preparations/narratives.
- Assists with the "drafting of and recommends program models and policies to meet the objectives of the DHRD programs.
- Will be a key staff person in the transition from enabling people to empowering the participants to self-sufficiency (staff morale, staff training, and remaining positive about transferring problem solving skills to people) Assists Division Managers with meeting all reporting requirements set by the grant/budget they are managing (Tribal/Federal/State).
- Responsible for all IV-E financial reporting is completed and submitted on a monthly basis, where IV-E reimbursement is obtained back in a timely manner from the state/feds to the tribes.
- Incumbent is will manage the child welfare and general assistance expenditures to make sure all outstanding expenditures are paid on current monthly basis and all money left over is used only for direct client services.
- Incumbent will complete the quarterly FASSR report and submit the final annual report to the feds at the end of each budget year with the accompanying narrative, as well as, the annual 477 narrative report. Responsible to complete the IV-B part 1 & 2 financial reports on an annual basis, as well as, gathering

and submitting all funded grant narratives and financial reports on a monthly basis, as established by the feds, state and tribes.

- Incumbent will assure staff supervised complete their assigned projects, i.e., processing payments, completing TBC's, travel, etc., in a timely manner, and if not, will intervene to
- find solutions, such as developing Needs Improvement Plans and/or making recommendations up to termination.
- Incumbent conducts weekly staff meetings and meets daily with individuals who need assistance clarifying job duties, as well as, attends the general mandatory DHRD staff meetings.
- Presents to tribal council and attends the monthly Division Manager's meetings as directed by Finance & Grants Division Manager.
- Incumbent is responsible for maintaining the central accounting filing system for DHRD
- The incumbent will make recommendations to the Finance & Grants Division Manager regarding hiring, reassignment, training needs, disciplinary actions and removal of staff supervised.
- Other duties assigned by Division Manager & Department Head.

### **MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Bachelor's Degree in Business/Administrative Management, Accounting, or related field; OR a minimum seven (7) years work experience in budgets and accounting with a minimum of two (2) years work experience in budgets and accounting,
- Must have at least two (2) years of management experience working with Tribal/Federal accounting systems in the management of federal funds.
- Incumbent must have one (1) year supervision experience, of at least one (1) year with continued increased responsibility working with various levels of professional personnel.
- Position is required to sign a confidentiality agreement at least on an annual basis and to observe and uphold professional levels of communication protocols.
- Will maintain and participate in other duties as assigned.

**Interested applicants may obtain further information by requesting a copy of the full Position Description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

### **SUBMIT:**

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

**★ You may include letters of Reference, Cover Letters and/or a Resume as a Professional supplement to the Application Packet.**

**⇒ FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION AS AN ADDITION TO THE APPLICATION WILL RESULT IN YOU BEING DISQUALIFIED FROM THE SCREENING PROCESS & YOU WILL NOT BE OFFERED AN INTERVIEW FOR THE POSITION**

- INCLUDE A LETTER(S) OF REFERENCE, COVER LETTER(S) AND/OR A RESUME AS A PROFESSIONAL SUPPLEMENT TO THE APPLICATION PACKET.**

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, [personnel@cskt.org](mailto:personnel@cskt.org). **FOR MORE INFORMATION:** Contact Karen Renz, Grants Division Manager @ 406.675.2700, Ext. 1345.