

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE: cskt.org/personnel
E-mail: shelley.grenier@cskt.org**

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

TITLE: Credit Operations Officer

LOCATION: Tribal Credit Office
Pablo, MT

SALARY: \$33.83 to \$38.89 per hour

CLOSING DATE: Monday, March 9, 2026, 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. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. ***The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory twelve (12) month probationary period.***

The Credit Operations Officer is responsible for treasury management. accounting operations. general ledger integrity. and financial reporting for the Tribal Credit Department. This position ensures accurate financial records, proper asset valuation. liquidity management. and compliance with Tribal Credit policies and GAAP.

Essential Duties and Responsibilities:

- Oversee liquidity management for loan disbursements and operations.
- Monitor checking and investment account balances, and reporting to Director.
- Coordinate cash forecasting with lending and servicing teams.
- Review daily cash reconciliations prepared by Lending Services staff.
- Authorize transfers between accounts per policy.
- Maintain the general ledger for the lending program.
- Record loan disbursements, principal reductions, interest income, fees, and recoveries.
- Record escrow liabilities, insurance advances, tax advances, and recoveries.
- Ensure proper classification of loans by type and risk category.
- Reconcile subsidiary loan system to general ledger monthly.
- Prepare monthly and quarterly financial statements.
- Produce portfolio valuation and allowance reports.
- Support budget preparation and variance analysis.
- Provide financial data to Tribal Finance, auditors, and leadership.
- Vendor/contract management for major vendors such as insurance policies, external auditors/consultants, core processing, and IT management.
- Develop and implement policies and procedures governing financial functions of Tribal Credit.

- Ensure compliance with tribal accounting policies and GAAP.
- Support audits and respond to findings.
- Maintain documentation for write-offs, recoveries, and foreclosures.
- Implements IT policies and coordinates hardware and network management and maintenance with CSKT IT and third-party vendors.
- This job description is not exhaustive and may change with or without notice to accommodate the evolving need of the position. Other responsibilities may be assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's degree in Accounting or Finance.
- Five (5) years of accounting or financial management experience with at least three (3) years at manager level preferred.
- Experience with loan accounting and financial reporting.
- Preference for CPA or CMA designation.
- Preference for enterprise/accrual accounting preferred.
- Ability to establish and maintain working relationships, work independently, follow instructions, maintain confidentiality, perform under stress, and demonstrate organizational and communication skills.
- A valid State Drivers' License
- This position is subject to background check that includes information about a person's credit history including credit score, mortgages, and banking history.
- The incumbent will become familiar with and adhere to Tribal Resolution 06-48 regarding Code of Conduct for Tribal employees and appointed officials.
- The position will be subject to a 12-month probationary period.
- The position may be employed under a contract.

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. Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe, if applicable.
4. If you claiming Veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Charmel Gillin, Tribal Credit Department Head @ 406.675.2700, Ext. 1098.