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

*** * * V A C A N C Y A N NO U N C E M E N T * * ***

TITLE: Cash Flow & Investment Manager

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

SALARY: $37.81 to $43.45, including Benefits

CLOSING DATE: Monday, December 7, 2026, at 5:30 p.m.

SPECIAL CONDITIONS:
This 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 complete and pass a pre-hire drug screen 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 cashflow and investrnents needs and objectives while strictly adhering to the Tribal Investment Policies and Procedures.

Duties & Responsibilities include:

- Understanding CSKTs cashflow 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 cashflow 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.
- 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 investrnents and strategies.
- Keep current with Securities and Exchange Commission regulations.
- 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.
- The above is not all-inclusive and other related duties may be 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.

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.
- 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.

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.

DOCUMENTATION:

1. Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of a current, valid Driver's License.
4. Proof of enrollment in a federally recognized Tribe.
5. If you claimed Veteran's preference, a copy of the DD214 Form 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, PO Box 278, Pablo, MT 59855, Telephone (406) 675-2700 Ext. 1040 or Email personnel@cskt.org or Fax (406) 226-2562. **FOR MORE INFORMATION:** Contact: Greg Spahr- Director of Financial Management. 675-2700 Ext. 1379.