SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 Fax (928) 475-2296



Terry Rambler

Tribal Chairman

Tao Etpison

 Tribal Vice-Chairman

**JOB VACANCY**

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| **VACANCY ANNOUNCEMENT NO.** | **OPENING DATE** | **CLOSING DATE** |
| #23-076 | December 28, 2022  | Open Until Filled |

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| **POSITION TITLE AND DEPARTMENT** | SALARY |
| **Tribal Treasurer**Tribal Administration | DOE |
| APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE(Applications must be received in the Human Resources Office by close of business on the closing date) |

**CONDITIONS OF EMPLOYMENT:**

* **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor’s excuse when applying to opt-out of receiving vaccination).**
* Political Appointee. (Appointed by Tribal Council) (Exempt)
* Applicant must be bondable within thirty (30) days from employment.
* Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual’s suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. ***Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.***
* In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

**DUTIES AND RESPONSIBILITIES:**

As a Tribal Treasurer under the general direction of the Tribal Chairman and general oversight of the Tribal Council, the Treasurer is responsible for fiscal management, financial research and economic analysis and evaluation of legal compliance issues as applicable. This position is an integral part of the Tribe’s executive management team. The Treasurer shall have the duties and responsibilities as prescribed in Article I, Section 4(a) of the San Carlos Apache Tribe’s Bylaws such that “*the Treasurer shall accept, receipt for, keep and safeguard all funds in the custody of the San Carlos Apache Tribe. The Treasurer shall deposit all such funds as directed by the Tribal Council and keep an accurate record of such funds and report on all receipts and expenditures and the amount and nature of all funds in their custody to the Tribal Council at regular meetings and at such other times as requested by the Tribal Council. The Treasurer shall not pay or otherwise disburse any funds in custody of the Tribal Council except when properly authorized by the Tribal Council.”* In addition, the Treasurer will coordinate and manage the development and implementation of comprehensive annual operating budgets, preparation of revenue and expense forecasts and modeling, cash flow projections and analysis. Also, assure that internal and external financial reporting is timely and in accordance with Generally Accepted Accounting Principles (GAAP) and Tribal Policies at all times. The Treasurer will assure that adequate internal accounting controls are in place, review, establish and administer procedures, systems and policies governing the processing of data through the Finance office. Also, assure the accuracy, quality, security, protection and preservation of all financial records, data and tracking systems of the Tribe. Responsible for monthly reporting to the Tribal Council including the review of operational concerns and make recommendations to address them. Monitor all leases, rentals, taxes, royalties, easements, right of ways, develops, and implements enforcement procedures. Coordinate with all Department Directors to assure the accurate and timely completion of granting agency reporting and regulatory requirements. Coordinate and manage financial aspects of employee benefit plans. Oversee annual audits to assure accurate and timely completion. Provide strategic financial input and leadership on decision making issues affecting the organization, and be an advisor from the financial perspective on any contracts the Tribe may enter. Evaluate the Tribe’s finance and plan for continual improvement of the efficiency and effectiveness of the Tribes Assets. Must be exemplary in all aspects of integrity, professionalism, accountability, accuracy and quality of job performance, dedication and standards at all times. Shall perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Basic Requirements:

Successful completion of a full 4-year course of study in an accredited college or university that led to a bachelor’s degree or higher degree that includes a major field of study in Business Administration, Finance, Accounting, Economic or closely related field. ***NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements****.*

In addition to meeting the basic requirements above, candidates must have at least four (4) years of specialized experience.

Specialized experience is experience as a Chief Financial Officer, General Manager or Director of Finance, or closely related management/administrative field**.** ***Examples of the type of experience that will be credited are shown above under “Duties and Responsibilities”.***

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of economic principles including fund and cost accounting.
2. Knowledge of design of computer based information system including the use of and capabilities of financial software.
3. Ability to prepare and present written financial and economic reports.
4. Ability to maintain effective working relationships with internal management and external governmental and non-governmental entities.
5. Ability to communicate effectively both orally and in writing to both lay and professional audiences.
6. Ability to analyze, develop and implement financial and investment procedures.

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**OTHER IMPORTANT INFORMATION:**

* Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
* All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
* Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
* INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
1. Enrolled member of the San Carlos Apache Tribe with Veteran’s Preference
2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe’s efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

* VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
* EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

 ***/s/Johanna Nosie December 28, 2022***

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|  | Human Resource Specialist |  | Date |  |