



ELKO BAND COUNCIL

TITLE: **FINANCE DIRECTOR**
SALARY: \$25.00 to \$35.00 (Depending on Experience)
OPEN DATE: February 24, 2022
CLOSE DATE: March 09, 2022

DEFINITION:

The Finance Director is located in the Finance Department, under the supervision of the Tribal Administrator. The Finance Director oversees day to day as well as month end and year end operations and reports the financial status of all tribal and grant programs to the Council. The Finance Director oversees the Finance Clerk and the Accounting Tech and ensures that all tasks are being completed timely and accurately.

STATEMENT OF DUTIES:

- **ACCOUNTS RECEIVABLES:** The Finance Director checks to make certain all deposits are posted correctly and that all deposits are being deposited to the correct bank account. Operator will also confirm that deposits are being coded to the correct program and revenue account. Operator will communicate with Program Directors and grant agencies to verify that all grant awards and modifications are being processed and posted in a timely manner. Operator will also review and process grant drawdowns from grant agency websites such as ASAP for BIA, PM for Title VI, and any other grant agency websites. Operator will oversee all bank deposits.
- **ACCOUNTS PAYABLES:** Operator will check to ensure that all purchase orders and encumbrances are posted and processed correctly in EBC and Smoke shop for payment. Operator will check to make sure that monthly closing procedures are being performed and all general ledger entries are posted timely. Operator will make sure that at year end all purchase orders and invoices are posted into the correct grant year.
- **PAYROLL** Operator will ensure that all payroll entries are posted timely and correctly for both EBC and Smoke shop and reconcile and post all bank transfers that are needed. Operator will reconcile payroll taxes monthly and quarterly and process quarterly payroll tax payments. Operator will approve timesheets and review and request adjustments from Supervisors for items such as vacation, leave or missing information. Operator will oversee employment verification and employee correspondence such as policy violations,

accumulation of employee leave and any other employee issues. Operator will also review and process any requests for unemployment verification.

- **BUDGETING:** Operator will oversee communicating to all Program Directors for new yearly budget reports and be in charge of getting all this information to the Council for vote for the new budget year. Operator will assist the contractor by accumulating each program's budget for an overall budget report prepared by the contractor. Once the new budget is approved, Operator will input the budgets into the accounting system. Operator will then make sure that all transactions are posted to the correct budgeted accounts and print out monthly reports for each program director. Operator will communicate with program directors if any questions or modifications are needed. If a program does not have a Director, the Operator will prepare that programs budget.
- **FIXED ASSETS:** Operator will input data for tracking of Fixed Assets under the control of the Elko Band Council. Finance Director maintains current information on changes and location and newly acquired fixed assets for contractor input into a depreciation schedule.
- Must maintain daily balances in all bank accounts and prepares manual checks for transfer of funds to various accounts including clearing account.
- Maintains all personnel, accounts receivables and accounts payables as well as grant files including, customer files, vendor files and employee files.
- **OTHER DUTIES:** Operator will attend monthly Council Meetings and help prepare monthly reports. Operator will also process monthly bank reconciliations for each bank account. Operator will also process any correcting monthly entries as instructed.
- Operator will work with the monthly contractors to close the month, quarter and year by reviewing and processing any changes or corrections that are deemed to be necessary changes for compliance or accounting issues. Operator will also work with contractors and assist with the annual governmental fiscal audit.
- Operator will oversee and assist in the organization and processing of any distribution payments deemed necessary by the Council.
- Operator will communicate any claims or correspondence with the liability, workman's comp or auto insurance representatives as needed.
- Operator will follow up on any Council requests or directives and have answers ready by the next scheduled Council meeting.
- Operator will work with the public doing customer service duties such as answering questions and any other issues.

QUALIFICATIONS:

- Must have ability to proficiently operate an electronic typewriter and functions of a computer.
- Must have ability to proficiently and accurately operate a 10-key calculator and the MIP fund accounting software
- Must have ability to take direction and be able to work with the general public by displaying good manners on the telephone and be able to work without constant supervision.
- Must be able to effectively supervise staff in the finance department.
- Must be able to check own work and recognize errors.
- Must have knowledge in Federal Grant Funding

EDUCATION AND EXPERIENCE:

- Must have a business degree in accounting or at least four years of accounting experience
- Experience on fully integrated computer and or fund accounting system preferred.

OTHER REQUIREMENTS:

- Applicant must possess a valid Nevada's Driver's License and must provide copy of driving record from Nevada DMV.

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Elko Band Council is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of Civil Rights Act of 1964, amended in 1991.

APPLICATION:

Employment applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive, Elko, NV 89801 or by calling (775) 738-8889.