

**BRISTOL BAY NATIVE ASSOCIATION
COMMUNITY SERVICES DEPARTMENT
POSITION DESCRIPTION**

POSITION TITLE: **Accounting and Office Management Specialist
- Tribal Government Services**

OBJECTIVE: Provides supervisory responsibilities, oversight and accounting technical support to Administrators for Tribal financial and office management systems, and computer software applications.

QUALIFICATIONS: **Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.**

Prefer Degree in Business Administration with a major in Accounting. Four years progressive work experience in related field may substitute for degree at BBNA's discretion. Ability to work independently with minimum supervision. Ability to communicate technical information to others one-to-one and in a training environment. **REQUIRED:** Willingness and ability to travel to villages in the Bristol Bay region as necessary. Experience with computers and accounting software. Familiarity with Bristol Bay area, people, and cultures.

ESSENTIAL JOB RESULTS:

Achieves Department goals

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- Communicating with village-based staff and Tribal Officials the importance of maintaining good financial and other office management systems as needed; including explaining established standard operating procedures in accordance with generally accepted accounting principles
- Understanding, applying the various financial rules and regulations for contracts and grants and reporting responsibilities as required through the federal OMB circulars
- Providing training to Administrators in use of accounting software, including review of and updating financial/office management systems, as necessary.
- Reviewing and monitoring compacting tribes' budgets and financial reports; preparing internal compact status reports.
- Setting up files and tracking Compact pass-through funds to participating villages to maintain accountability, including for the regional organization's annual audit requirement.
- Understanding and able to explain requirements of the BBNA Compact Pass-through Policy and associated Memorandum of Agreement to participating Tribes
- Maintaining current knowledge on issues of concern to Tribes and CSD.
- Communicating diplomatically and sustaining effective working relationships with Tribal Councils.

Accomplishes staff results

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- Providing normal supervisory responsibilities for village-based Administrators and in partnership with the onsite tribally designated supervisor; including appropriate timely response to personnel matters as necessary
- Understanding and able to explain all requirements and procedures for hiring of Administrators as established through BBNA's Memorandum of Agreement for shared position.
- Monitoring training /development of Administrators to meet the duties and responsibilities in the management of Tribal Compact program funds, as needed.
- Maintaining a schedule of regular interactive communications with Administrators.
- Ensuring timely annual evaluations of village-based Administrators, encouraging/ allowing Tribal comment/input.

Keeps Management Informed

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- Preparing a monthly report to CSD Director.
- Ensuring prompt notification to Director of major changes or problems which may impact service delivery.
- Participating in development of program goals and outcomes for TGS.
- Maintaining files/records retrieval system for tracking and documenting activity.

Monitors and improves program and service quality.

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- Participating in measuring whether goals are met based on BBNA's Mission and CSD's goals which are outlined annually.
- Occasionally participating on project planning teams and sharing ways to improve overall effectiveness of program service delivery.

Protect program integrity and client privacy

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- Agreeing to maintain any and all sensitive information related to Tribes, other staff members, or program matters confidential where necessary.
- Abiding by BBNA's policies in regard to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

Travel in and out of region

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- Being prepared to travel as needed to Bristol Bay villages to assist with accounting functions and required reporting for the Compact Pass-through program; time at village(s) will be based on a work request or expected amount of work to be accomplished
- Scheduling travel to provide services, participate in training, workshops and to ensure communications and exchange of current information significant to Village, Regional, Tribal, State, and Federal entities as necessary.

Contributes to team effort

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- Assisting in the coordination of all aspects required of CSD to host the annual Presidents' and Administrators' workshop
- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results where needed.

DUTY STATION: Dillingham

REPORTS TO: Community Services Division Director

WAGE: \$47,988 - \$71,449/yr (\$24.61/hr – \$36.64/hr) DOE

INDIAN PREFERENCE IN HIRING GIVEN UNDER PL 93-638

Employee Acknowledgment

Date

Supervisor

Date

Human Resources Director

Date