

**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**POSITION:** Treasurer  
**LOCATION:** Department of Treasury, Concho, OK  
**ISSUE DATE:** April 17, 2018      **CLOSING DATE:** Until filled

**GENERAL DESCRIPTION:**

The Treasurer is under the direct supervision of the Governor and Lt. Governor and any incumbent as assigned. The Treasurer is responsible for the corporate liquidity, investments, and risk management related to the Tribes' financial activities. The incumbent has a fiduciary responsibility over all aspects of financial management and will work diligently with executive management to safeguard the finances of the Cheyenne and Arapaho Tribes to ensure financial systems and procedures are in place and constantly followed.

**MAJOR DUTIES:**

This list is intended to demonstrate an assortment of duties that may be performed. Should specific statements be omitted, it does not exclude them from the position if the work is related to the position.

- Directs all financial planning and investment funding for departments and programs.
- Develops, revises, and maintains an efficient system of policies that adequately control treasury activities.
- Ensures finances are managed and expended proficiently and according to standard accounting procedures.
- Produces financial reports for the Tribes and oversees and implements the plans for resources, including, but not limited to monthly reports for review.
- Completes audit by documenting audit tests and findings to ensure compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Verifies assets and liabilities by comparing items to documentation.
- Effectively organizes all financial records for any audit ordered by executive leadership.
- Works cooperatively with the tribal departments and programs to develop an annual budget that shall include all revenue and funds controlled by the Tribes including gaming revenue, and all revenue and funds received by the Tribes from any and all sources.
- Administers large and complex budgets, ensuring sufficient funds are available to cover operational and capital investment needs.
- Maintains positive relationships with banks and financial institutions, as well as Tribal executive leadership and program staff.
- Interprets and applies applicable Federal, State, and local policies, procedures, laws and regulations.
- Prepares, reviews and submits yearly tax documents, forms and regulations.

- Directs and analyzes studies of general economic, business, and financial conditions and their impact on the Tribe's policies and operations.
- Maintains strict department security, confidentiality, and quality to meet professional standards of the department.
- Practices exceptional customer service skills at all times in order to address the general public and tribal employees courteously and promptly.

## **QUALIFICATIONS AND SKILLS:**

- Preferred Master's Degree in Finance, Accounting or Business Administration.
- CPA certification.
- Agrees to be sufficiently bonded, according to law requirements of the state of Oklahoma, in order to help guarantee the public that he/she will honestly and faithfully perform the duties entrusted to him/her.
- Minimum of 5 years of experience in corporate financial management.
- Proficient knowledge and use of financial/accounting software systems, including Sage MIP and Abila.
- Proficient knowledge of MS Office, with intense focus in Excel.
- Excellent communication and presentation skills.
- Thrives on creating structure in a management position, and provides a documented history of rebuilding accounting and financial teams and functions.
- Team player with the ability to initiate positive results in a tribal setting by demonstrating a positive can-do attitude and consistently providing positive results on commitments throughout the Tribes.
- Ability to address and make fair-minded decisions regarding staff disciplinary actions.
- Strong relationship builder, with highly developed strengths in sensitive and political environments.
- Cheyenne & Arapaho or Native American preference.

**SALARY:** NEGOTIABLE

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

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