

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

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#19-076	April 9, 2019	Open Until Filled
POSITION TITLE AND DEPARTMENT		SALARY
Vice President of Finance San Carlos Apache College		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:

- Regular Full Time position. (exempt)
- Applicant will be subject to and pass a local/Tribal, State and Federal Background Check.
- 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 Vice President of Finance under the general supervision of the President, the Vice President of Finance shall develop and oversee the financial operations of the College to include accounting, support services, bookstore, budgetary control, investments, payroll, purchasing, grants management, inventory control, accounts payable, and accounts receivable. Shall assist the President in establishing the *San Carlos Apache College Foundation* as a fundraising arm for the College as well as an incubator or aegis for nation-building initiatives, and serve at its Director of Business Affairs. The Vice President of Finance shall direct the annual budget development process to include preparation of enrollment and revenue estimates, the development of staffing and compensation plan recommendations and strategies for the most efficient allocation and use of all the financial resources available to the College. Shall establish and oversee the Office of Auxiliary Services, including bookstores, vending, food services, and pay for print. Shall manage the contract for postal service and daycare center operations. Manage annual and other financial audits with external auditors. Shall work closely with the President on the acquisition of additional land and buildings to meet the needs of future campus growth and expansion. Will assist the President in the preparation of Board of Regents meeting agendas. Shall continuously recommend policies and procedures to more effectively and efficiently operate the College. Shall establish, monitor, and adjust the College's pricing policies, especially as they related to tuition and fee rates. Shall work closely with the President in pursuing and managing major grants and contracts for the College. Shall work in close collaboration with the Chief Operating Officer (COO) of the College and 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 that includes a major field of study in Finance, Accounting, Business Administration 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 had five (5) years of specialized experience.

Specialized experience is required in senior-level college administration in the field of business affairs/administration, finance or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

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 Generally Accepted Accounting Principles, budgeting models/systems, financial statements, and financial audits.
2. Knowledge with budget and audit preparations and the administration and the administration of funds.
3. Knowledge of working with the Bureau of Indian Education (BIE), the Higher Learning Commission (HLC), and Tribal Councils.
4. Knowledge of computer programs such as Excel, Jenzabar, SAP, and Quickbooks,
5. Knowledge of grants management, fixed asset/inventory management, and accounts payable/accounts receivable management.
6. Experience serving in a senior-level administration position with a Tribal College or University (TCU), preferably in the area of finance.
7. Knowledge and experience with Human Resources and Procurement policies and procedures.
8. Formal knowledge of the specialized field of "higher education administration," preferably through graduate-level studies in the field.
9. Ability to multitask with attention to detail plus collect, interpret, and synthesize statistical data.
10. Ability to create sound financial/operations policies and procedures.
11. Ability to identify issues and resolve conflicts for a wide range of personnel and organizational issues.
12. Ability to communicate effectively with clients, staff and others.
13. Ability to plan, organize and prepare required reports.
14. Ability to maintain professionalism and a strict standard of confidentiality.
15. Ability to create a welcoming and safe environment for all employees and students.
16. Ability to establish and maintain a positive and productive working relationship with individuals.
17. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

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 the 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
Human Resources Specialist

April 9, 2019
Date