

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
#22-024	October 20, 2021	November 3, 2021
POSITION TITLE AND DEPARTMENT		SALARY
Budget/Accounting Specialist 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:

- **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).**
- Regular Full Time position. (exempt)
- Applicant must have a valid driver's license.
- Applicant will be subject to a Federal, State, County, Local and Tribal background check. *Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.*
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- 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 Budget/Accounting Specialist, under the general supervision of the President of the College, the Budget/Accounting Specialist oversees the financial operations of the College to include accounting, the development and continuous management and monitoring of the College's budgets, investments, payroll, purchasing, grants management, inventory control, bookstore, accounts payable, and accounts receivable. Shall assist the President with the process of separating from the Tribe's financial management and control as well as design and implement an autonomous budget system with separate "cost centers" for the College. Shall direct the annual budget development process to include preparation of enrollment and expense/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 support the College's instructional, student development, and administrative functions. Shall anticipate and identify new, long-term facility renovation and maintenance needs, and implementing specific remodeling and new construction projects. Establish and oversee the Office of Auxiliary Services, including bookstores, vending, food services, and pay for print. Manage the contract for postal service and daycare center operations. Manage annual and other financial audits with external auditors. Work closely with the President on the

acquisition of additional land and buildings to meet the needs of future campus growth and expansion. Prepare budget reports for the Board of Regents, Tribal Council, and other entities. Establish, monitor, and adjust the College's pricing policies, especially as they related to tuition and fee rates. Assist the President in establishing the San Carlos Apache College Foundation as a stand-alone nonprofit corporation that will serve as a fundraising arm for the College. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Business Administration, Accounting, Finance 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 management experience in grants and contracts, accounting, 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 of budget and audit preparations and the administration and the administration of funds.
3. Knowledge of working with the Bureau of Indian Education (BIE) and Tribal Councils.
4. Knowledge of computer software such as, Excel, Microix, SAP, and Quickbooks.
5. Knowledge of grants management, fixed asset/inventory management, and accounts payable/accounts receivable management.
6. Knowledge of serving in a senior-level administration position with a Tribal College or University (TUC), preferably in the area of finance.
7. Knowledge of Procurement policies and procedures.
8. Ability to multitask with attention to detail.
9. Ability to create sound financial/operations policies and procedures.
10. Ability to collect, interpret and synthesize statistical data.
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 plan, organize and prepare required reports.
14. Ability to create a welcoming and safe environment for all employees and students.
15. Ability to establish and maintain a positive and productive working relationship with individuals.
16. 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 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 Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

