



TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS

4180 HWY 281
P.O. BOX 900
BELCOURT, ND 58316

(701) 477-2600
Fax: (701) 477-5685
Website: www.tmbci.org

JOB ANNOUNCEMENT

Position: Certified Public Accountant (CPA)

Status: Full-Time

Location: Tribal Head Quarters

Salary: Negotiable

Supervised: Tribal Chairman

Opening Date: January 13, 2017 **Closing Date:** Open Until Filled

Incumbent will work very closely with the Tribal Finance Department of the Turtle Mountain Band of Chippewa Indians and provide technical assistance to tribal government and programs. Internal and desk audits will be conducted for all tribally controlled programs and projects to ensure that sound fiscal advice, over-sight and management is provided. Incumbent will provide fiscal management advice to tribal government and report financial information as needed.

Qualifications Required:

- Must possess a minimum of Bachelor's degree, preferably a master's degree in accounting from an accredited college and university;
- Must have completed and possess the required four (4) part examination in order to gain Certified Public Accountant (CPA) credentials given by the American Institute of Certified Public Accountants;
- Must have strong math and business finance skills;
- Must be able to communicate effectively orally and written form;
- Must work well with the general public;
- Must have Certified Public Accountant credentials mailed directly to Tribe's Human Resource Department from the American Institute of Certified Public Accounts;
- Must possess computer skills and other pertinent equipment;
- Must provide proof of background check prior to closing date
- Must comply with the tribe's Alcohol, Drug and other related policies;
- Must attach a copy of valid Driver's License.
- Proof of Insurance. (if applicable)
- Must maintain confidentiality at all times.
- Must pass drug test. (upon selection)
- Must pass background check. (upon selection)

Duties and Responsibilities:

- Maintain and audit tribe's financial records;
- Oversees tribe's budget and financial management;
- Performs duties related to bookkeeping, preparation of tribal audits, taxes and financial planning;
- Recommend fiscally advantageous methods to save the tribe money;
- Audit tribal accounts and programs for errors, misinformation, fraud, and over-spending;
- Report regular financial information to Tribal Chairman and Tribal Council;
- Create and analyze all tribal budgets to include forensic auditing services;
- Preparation and verify vital financial documents;
- Advise the Tribal Chairman and Tribal Council on all business decisions and business ventures, accounting principles and services and consultations;
- Oversee and monitor all tribal accounts payable and receivable;
- Forecast revenue and analyze tribal ledgers;
- Identify and investigate variances in all tribal programs and accounts;
- Participate in all tribal strategic planning, fraud prevention, and all phases of budget and review developments;
- Oversee the Tribal Finance Department and advise employees on benefit packages;
- Assist with required preparation of annual tribal budgets;
- Must be willing to perform other duties that may arise or be assigned related to position and duties.

How to apply: (Submit completed application to):

Personnel Department
Turtle Mountain Band of Chippewa
P.O. Box 900
Belcourt, ND 58316

Also submit copy of transcript of degree attained and training certificates, background check, Indian Preference, etc. (if applied). Points in screening will be given only for documentation attached.

For more information contact Brittany Poitra at (701) 477-2615 or email brittany.poitra@tmbci.org

Indian Preference Statement

Candidates for employment or career advances shall be hired, trained, and promoted without regard to race, color, religion, sex, national origin, age or personal, political or religious beliefs. However, preference shall be given in hiring in the following order between equally qualified candidates who are:

1. Enrolled Member Veteran (10 points to be given to enrolled member veterans in screening process as follow: (see definitions)
2. Enrolled member
3. Other Tribal Member veterans
4. Other Tribal Members

Veteran Preference

Veterans and eligible spouses of deceased will receive special consideration for initial appointments for all positions being filled by the TMBCI. The intent of this policy is to promote and bring deserved services and benefits to our veterans for the personal sacrifices they have made. To be considered for a preferential treatment under this policy, candidate(s) must submit copies of verification documents to Personnel Office along with the employment application for eligibility determination purposes. An acceptable verification document is the discharge of transfer report form DD214.