



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Manager of Finance & Operations

Department: Family and Children Services

Employment Status: Regular, Exempt

Class: Full-Time

Location: Bartlesville, OK / Caney, KS

Immediate Supervisor: FCS Director

GENERAL DESCRIPTION:

The Manager of Finance & Operations is a high-level leadership position that works closely with the FCS director and Tribal operations Manager to ensure the smooth operation of the department. This position will primarily assist the director in monitoring and assisting in the overall implementation of policies and procedures for support of professional staff. This position will also assist the director in maintaining compliance with federal grants and state grants.

QUALIFICATIONS:

Minimum of Bachelor's Degree in Finance, Accounting, Business Administration or related field. Master's Degree preferred. Minimum three years of experience in finance/accounting work in public or private sector.

Must have comprehension and understanding of community/social services program operation, fiscal management, planning, and direction.

Must have a minimum of one year of experience managing or supervising subordinate staff and one year of experience working in child support enforcement or child welfare case management.

Must have comprehension and understanding of the basic principles of Child Support Enforcement, Indian Child Welfare, Domestic Violence Intervention, and office management.

Must show literacy, proficiency, and experience in the use of Microsoft Office suite of programs including Outlook. Must possess excellent oral and written communication skills. Must be able to maintain a working relationship with program staff, contract consultants, and court judges & clerks.

Must be able to pass a background check (no felony convictions or misdemeanor convictions for offenses relating to children).

Must be able to pass an employment drug screen test.

Must possess a valid driver's license and be insurable.

DUTIES AND RESPONSIBILITIES;

Assist the Director and Tribal Operations Manager in organizing the work of the finance, maintenance, security, Child Support, Domestic Violence, and Indian Child Welfare teams

Assist Director, Human Resources, and Tribal Operations Manager in recruiting, training, and retaining high-performing individuals.

Advise the director, Tribal Operations Manager, Tribal Council, and other members of the management team on operational budgeting, inventory purchasing, and financial decisions.

Assist with annual and quarterly budgeting, financial planning, & forecasting processes.

Maintain proficiency in all tribal codes, policies, and procedures plus all federal regulations related to department programs. Adhere to all policies and procedures in identifying client needs and assisting with case management services.

Professionally represent the department and the Delaware Tribe and attend various community meetings and events to promote the goals of our services

Other duties as assigned by the director and Tribal Operations Manager.

This job description reflects the general functions required of the employee for this job, but the description should not be considered an all-inclusive listing of work requirements.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.