

## PERSONNEL



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Concho, OK 73022  
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### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**POSITION:** Treasurer  
**DEPARTMENT:** Treasury  
**LOCATION:** Treasury Building, Concho, OK  
**ISSUE DATE:** January 23, 2023

**CLOSING DATE:** Until filled

#### GENERAL DESCRIPTION:

The Treasurer is under the direct supervision of the Chief of Staff. The Treasurer directs and manages the activities and operations of the Tribes including financial planning and analysis practices, purchasing, budgeting, accounting, debt and project management; reserve policy, and treasury services and activities; to coordinate assigned activities and complex administrative support to the Executive Office. The Treasurer will maintain a wholesome and favorable relationship with the Tribal Members, Legislators, Executive Directors, Program Directors/Coordinators, and Employees.

#### MAJOR DUTIES and DESCRIPTION OF DUTIES:

- Shall safeguard and be responsible for the financial assets and practices of the Tribe.
- Shall be bonded in a sufficient amount to protect the financial assets of the Tribes.
- Direct all financial planning and investment funds for the particular department or program including delegating duties to the staff to financial and banking functions.
- Must ensure finances are managed and expended proficiently so finances fall into policies and standard accounting procedures.
- Produces the financial reports for the Tribes and oversees and implements the plans for resources including submitting monthly reports for review.
- Ensure all financial records are adequate and documented correctly.
- Work cooperatively with the Governor assisting 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.
- Prepare and administer large and complex budgets, allocate limited resources in a cost-effective manner.
- Interpret and apply applicable Federal, State, and local policies, procedures, laws and regulations.
- Prepare, review and submit yearly tax documents, forms and regulations.
- Direct and analyze studies of general economic, business, and financial conditions and

their impact on the Tribe's policies and operations.

- Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
- Practice Excellent customer service skills at all times to include, but not limited to, addressing the general public and tribal employees courteously and promptly.

**QUALIFICATIONS:**

- Bachelor's Degree in Finance, Accounting or Business Administration.
- Preferred Certified Public Accountant
- Organization and management experience as applied to the analysis and evaluation of programs, policies and operational needs and utilizing cross-functional teams; a documented history of rebuilding and redirecting accounting and financial teams and functions.
- Proven inspirational leader, able to drive outstanding results in tribal setting, constantly demonstrating a can-do attitude while exercising the patience to navigate a more extended high level decision making process.
- Proficient knowledge and use of Sage MIP, and Abila Accounting Software.
- Tremendously proactive, customer/results focused high achiever, delivers on commitments through-out the Tribes
- Strong relationship builder, constantly being a progress builder, with highly developed strengths in highly sensitive and political environments
- Team player and collaborative but with a high sense of urgency and a willingness to be a risk-taker.
- Must adhere to a routine schedule when complying with procedures and protocol while possessing interpersonal skills.
- Thrive on creating structure while managing in a highly flexible environment.
- Cheyenne & Arapaho preference (with qualifications and experience) or Native American preference.

**SALARY:** Negotiable, depending on qualifications and experience.

**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

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)