

**CHEYENNE RIVER SIOUX TRIBE
CULTURAL PRESERVATION OFFICE
OFFICE MANAGER**

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: Performs all duties pertaining to the Cultural Preservation Office financial accounts, through establishing accounting/bookkeeping computer operations and performs general secretarial work and associated activities. Maintains office records and inventories of all equipment, vehicles, supplies, tools, and related materials purchased. Establishes and maintains a clean office work area and environment.

SUPERVISION RECEIVED: Works under the immediate supervision of the Cultural Programs Administrator and general supervision of the Tribal Secretary/Dept Head.

SUPERVISION EXERCISED: As assigned and or delegated.

EXAMPLE OF DUTIES:

- Establishes and maintains cuff accounts for grant, contract funds, and general fund accounts.
- Responsible for the inventory records and maintenance of the records.
- Schedules appointments, makes reservations and arranges conferences and/or meetings when necessary.
- Responsible for computing vehicle mileage/maintenance and other related inventory and maintenance.
- Maintains leave and other personnel records for full and part-time employees.
- Responsible for typing, routing and tracking of purchase orders, invoices, vouchers, and or any/all other financial documents required and to be monitored.
- Type's correspondence, reports, memorandums, resolutions and other items requiring independence of judgment as to content, accuracy and completeness.
- Takes minufes as required, transcribe draft or final copy as appropriate.
- Establishes and maintains filing systems, records and indexes.
- Responsible for answering phone, responding to questions or matters of less technical nature.
- Assists visitors and general public in filling out forms and questionnaires.
- Required to learn the content of the Ordinance #57 Code.
- Operates standard office and accounting equipment, computer, scanner, fax machine and mobile radios.
- Performs other duties as assigned by immediate and or general supervisor.

MINIMUM REQUIREMENT:

- Must have knowledge of modern office practices and procedures.
- Must have knowledge of proper phone etiquette, grammar, spelling and punctuation.
- Must have experience in the operation of a computer typewriter, calculator, copy machine and all related office equipment.
- Must be familiar with Quicken, Microsoft Excel, Word, Publisher and other associated office computer software and related computer hardware/equipment.
- Ability to follow oral and written instructions.
- Must have the ability to establish and maintain effective working relationships with employees, the public and other Tribal, State, Federal and local agencies.
- Will be required to take a typing test, with a minimum of 40 words per minute.

MINIMUM QUALIFICATIONS:

Required knowledge, skills and abilities: Must possess good analytical accounting skills, and be computer literate and utilize computer software – Quicken, Microsoft Office and other related software. Must have knowledge and skills in operating calculators and other related office equipment. Must have ability to present accounting reports in and to the public. Must be knowledgeable of Tribal Personnel Policies & Procedures, and associated accounting practices. Must be able to read, analyze and interpret documents of funding agreements and contracts. Must be willing and able to work with numerous employee personalities. Must be able to be bonded and insured under the Tribal Policy. Must have a valid South Dakota Drivers License and be insurable. Must be able to pass Federal, State and Tribal criminal background checks and incumbent is subject to mandatory drug and alcohol testing. Must be willing to enter into a Confidentiality and Tribal Property Rights Agreement.

EDUCATION REQUIRED:

HIGH SCHOOL DIPLOMA OR GED CERTIFICATE. Associate of Business Degree or Accounting Degree. College transcripts required.

EXPERIENCE:

Five (5) years experience in office procedures and accounting principles and practices.

OR COMBINATION OF BOTH EDUCATION AND EXPERIENCE