

CHEYENNE RIVER SIOUX TRIBE  
AUDIT LIAISON SPECIALIST

DESCRIPTION OF WORK

General Statement of Duties: The Audit Liaison Specialist is under the supervision of the Chief Financial Officer. The Audit Liaison Specialist will have primary day-to-day responsibility for assisting the Chief Financial Officer with document preparation, storage of documents in electronic and paper format and various audit preparation tasks. This will include scanning and filing documents necessary for completion of the annual audit in an organized, timely manner and delivering audit requested documents to external auditors. reconciling and compiling various schedules and accounts within subsidiary and general ledgers as considered necessary.

Supervision Received: Chief Financial Officer

Supervision Exercised: None

EXAMPLES OF DUTIES (Duties may include but not be limited to the following):

Administering the document management system within the Treasurer's office.

Maintaining electronic file cabinet structures that facilitates ease of access to documents.

Maintaining employee access and security policies within document management system in accordance with the Treasurer policies or recommendations.

Setting up document management system users and user groups.

Assist document management system users with filing and other technical issues.

Establish necessary templates for use by Treasurer Office staff to facilitate the use of optical character recognition (OCR) to reduce manual clerical electronic filing tasks.

Work with IT personnel and ensure scanning equipment meets the staff electronic filing needs.

Reconcile accounting system check and other document registers to documents within the document management system, to confirm completeness.

Archiving paper documents of which scanning and filing within the document management system have been completed.

Providing requested documents to the Tribe's auditor and attending audit status update meetings.

Other duties as assigned.

Required Knowledge Skills and Abilities: Ability to learn quickly, Ability to develop and manage productive relationships at all levels. Strong interpersonal communication skills. Excellent verbal and written communication skills that deliver language in understandable terms. Ability to determine priorities identify resources and execute in an effective manner. Results-oriented using project management skills to the highest degree. Knowledge of and ability to use computerized information

systems commonly used for financial and accounting applications. Ability to apply innovative methodologies that support an audit. Attention to detail and timeliness in delivery.

Education: High School diploma, some college course work a plus.

Experience: Experience in tribal accounting department including knowledge of current established financial policies and procedures. Experience with supporting audits performed under Uniform Guidance to include schedule preparation and providing deliverable requests on a timely basis. Previous work with a Tribal Government is preferred.

Special Requirements: Subject to CRST Drug Testing Policy, subject to standard Tribal/Local, Federal and State background checks. Ability to lift, carry, push and/or pull objects or equipment that weighs up to 50 pounds.

Created Date: June 28, 2023