

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 675-2711  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** IIM Trust Accounts Manager  
**LOCATION:** IIM Department  
**SALARY:** \$23.08 to \$26.80 an hour  
**CLOSING DATE:** Thursday, September 26<sup>th</sup>, 2019 at 5:30 p.m.

**SPECIAL CONDITIONS:**

**Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

*The Trust Accounts Manager is responsible for managing daily operations and the staff of the IIM Office, which is responsible for implementing the duties under the funding agreement. The IIM Trust Accounts Manager is responsible for independently managing an effective and accurate fiduciary trust account system involving Indian Trust monies held in Individual Indian Money Accounts (IIM accounts) and Confederated Salish & Kootenai Tribes Tribal Accounts (Tribal accounts). The primary systems used by OST and BIA are the Trust Fund Accounting System (TFAS) and the Trust Asset and Accounting Management System (TAAMS). Close coordination with the staff of OST and BIA and compliance with their policies and directives is necessary. The position is subject to a background suitability investigation and determination requirement in order to have access to the TFAS and TAAMS.*

**The primary work activities include, but are not limited to, the following:**

- Manage IIM accounts and Tribal accounts as requested by OST, BIA and Tribal staff such as probate and land acquisition staff in the Lands Department. Create the work-tickets and gather the mandatory documentation needed to create these new IIM accounts in OST's TFAS per OST and BIA policies, procedures, and guidelines.
- On a daily basis, prepare and manage all work-tickets and back-up documentation needed for IIM and Tribal account maintenance, receipting and disbursing and submit these documents to OST or BIA as appropriate for processing.
- Responsible for timely processing of IIM disbursements and assure that disbursements are supported by a bona fide authorization which indicates applicable section of Code of Federal Regulations authority for expenditure or special authorization for issuance of disbursement.
- On a daily basis, run and manage reports and makes inquiries in the TFAS and TAAMS to whether OST and BIA have processed the transmittal requests.
- Ensure accuracy of identification coding of all funds receipted for special deposit accounts, contacting various branches and/or program as needed to the coding.
- Prepare and manage a variety of complex financial documents for accounting of trust transactions for assigned area of responsibility. Classify and code transactions for input of financial data into TFAS. This involves subsidiary accounts; reconcile accounts with responsibility for comparing document balances with related data to assure proper balance, identify discrepancies between recorded documents and source documents, and determine adjusting entries required to bring accounts into balance.
- Prepare and manage the various forms and supporting documentation to receipt or disburse funds between IIM accounts, Tribal accounts, and accounts of the BIA or OST. Forms that may need to be used include, but are not limited to, SF-1081 (Voucher and Schedule of Withdrawals and Credits), SF-1017-G (Journal Voucher), BB-4285 (Intra Bureau Cash Transactions Authorizations), and SF-1034 (Pubic Voucher for Purchases and Services other than Personal).
- Research and manage "Whereabouts Unknown (WAU)" IIM accounts in order to update the accounts' current addresses, social security numbers, date of birth, disbursement instructions and other information as needed. Make requests for needed information to the individuals whose accounts need updating if they can be found. Research IIM account discrepancies that

OST or BIA brings to the attention of the Confederated Salish & Kootenai Tribes staff and update the research and account maintenance efforts relating to these discrepancies in the various OST reporting systems.

- Responsible for researching and processing "Unavailable Check Cancellation" forms for individual account holders who have missing IIM checks. Research and process Limited Pay Liability checks returned to IIM accounts due to failure to cash them in a timely manner. Respond to inquiries of a routine nature for information concerning activity, balances, etc., from individual IIM account holders by telephone, email or letter, or walk-in. Respond to request for information regarding account information, past history, policies and procedures from the BIA or OST.
- Respond to questions of a complex nature concerning IIM and Tribal accounts. Research, take corrective action, and respond to customer problems in assigned area of responsibility. Explain accounting data and procedures. Research problems covering all aspects of processing or technical data and take appropriate action. Some ingenuity in checking the system will result in possible new procedures.
- Compose and prepare letters and memoranda in response to incoming correspondence.
- Perform research of current accounts, historical data, source documents, etc., to assist in development and explanation of detailed information not otherwise readily available, development of comparative data which may reflect complex relationships between accounts, time periods, etc., and assist in similar analytical activities.
- Manage files and records for all Tribal accounts and the IIM accounts of members of the Confederated Salish & Kootenai Tribes. These files and records shall be maintained in accordance with Tribal records management policies.
- Oversee the preparation and scanning of all documents for collections, disbursements, file maintenance, and correspondence into individual account holder imaged folders before physically filing documents. Create new Tribal and IIM account holder files as needed. Scan all IIM account and Tribal account documents into the records system.
- Return trust funds presented to the office to the OST's lockbox in accordance with OST and BIA procedures.
- Maintain a close working relationship with OST and BIA staff processing Confederated Salish & Kootenai Tribes' staff generated work. Stay abreast of new trust fund processing procedures that OST and BIA periodically implement. Seek out necessary formal training or informal one-on-one training in these processes as needed.
- Perform other duties as assigned by the CSKT Director of Financial Management.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- Incumbent is required to have at least five (5) years of full working level accounting, banking, or financial management experience; or at least two (2) years of post-secondary accounting or financial management coursework and at least one year of relevant work experience; or an equivalent combination of training and experience that demonstrates full working level accounting, banking, and/or financial management.
- Must pass and maintain background security clearance with OST. In addition, must annually complete the mandatory computer security training as required by OST or BIA to maintain access to their systems.

**DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request position description for a detailed description of desirable qualifications.

**SUBMIT:**

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Copy of relevant academic transcripts and training certificates.
4. Copy of current valid Driver's License.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Cynthia Matt, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1043.

**FOR MORE INFORMATION: Rick Eneas, Director of Financial Management at 406-675-2700, Ext. 1011**

# IIM TRUST ACCOUNTS MANAGER IIM DEPARTMENT

The successful applicant must possess at least five (5) years of full working level accounting, banking, or financial management experience; or at least two (2) years of post-secondary accounting or financial management coursework and at least one year of relevant work experience; or an equivalent combination of training and experience that demonstrates full working level accounting, banking, and/or financial management. Must pass and maintain background security clearance with OST. In addition, must annually complete the mandatory computer security training as required by OST or BIA to maintain access to their systems. All applicants must submit a Tribal application and a copy of academic transcript/training certificates (if applicable), completed supplemental questionnaire for background investigations, proof of enrollment in a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of DD214 must be submitted. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) months probationary period.** Salary is \$23.08 to \$26.80 per hour with benefits. To apply, contact Personnel at (406) 675-2700 Ext. 1043. Tribal applications are also available on-line at [www.csktribes.org](http://www.csktribes.org). Closing date will be Thursday, September 26<sup>th</sup>, 2019 at 5:30 p.m.

## CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

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### PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

1. Thursday, September 12<sup>th</sup>, 2019
2. Thursday, September 19<sup>th</sup>, 2019

**BILL TO: OFFICE OF FINANCIAL MANAGEMENT  
P. O. BOX 278  
PABLO, MT. 59855**

**If you have any questions, feel free to contact Shelley Grenier (406) 675-2700 Ext. #1042  
FAX: (406) 675-2711 or E-Mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**