

**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:** Budget Specialist

**LOCATION:** Office of Financial Management  
Vern L. Clairmont Building, Pablo

**SALARY:** \$21.50 to \$24.71 per hour

**CLOSING DATE:** Tuesday, July 9, 2024 at 5:30 p.m.

**SPECIAL CONDITIONS:**

**This position 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) month probationary period.***

The Budget Specialist is a full working level administrative position in the Office of Financial Management's Accounting, Budget and Compliance group. Under the general supervision of the Budget Director, the Budget Specialist performs a variety of technical, skilled, and specialized work in support of budget development, administration, and compliance. In addition, the Budget Specialist acquires knowledge of self-governance laws, regulations, procedures, and processes to facilitate ongoing implementation of funding agreements, evaluate and design new programs, and guide CSKT leaders in effectively utilizing the self-governance opportunities available.

**DUTIES:**

The following duties are not all-inclusive or restrictive. The Budget Specialist will receive ongoing training and on-the-job mentoring, guidance, and focused study to facilitate transition to full working level Budget Director within 3 years.

- Apply general knowledge of CSKT government and CSKT-affiliated entities to assist the Budget Director in carrying out budget development, administration, and compliance. Make contact via phone, email, online meeting, and in person with management officials and other employees to facilitate work processes, compliance, exchange information, and provide focused technical support.
- Utilize financial recordkeeping and reporting systems to review and report a variety of information in support of the work. These include budget, revenue and expense, general ledger detail, payroll, and other information.
- Prepare various documents, reports, worksheets, presentations, and other information using applications such as Word, Excel, and PowerPoint.
- Assist Financial Management in delivering ongoing training to CSKT government program staff. Prepare training materials, guides, webinars, and other information to facilitate training.
- Acquire knowledge of the federal appropriations process as it relates to funding pertinent to CSKT. Stay abreast of the annual appropriations process in order to provide information to CSKT leaders on the impacts on resource allocation and program operations.

- Engage in issues and priorities identified by national organizations and other entities with respect to self-governance, federal appropriations, and priorities of the Congress and President for Tribal nations.
- Participate in CSKT's annual audit process and prepare information and responses as requested by the Tribal Comptroller and other staff.
- Acquire knowledge of the Indian Self-Determination and Education Specialist Act (ISDEAA), as amended, and pertinent federal regulations, policies, and procedures with respect to CSKT's self-governance status. Review and analyze information in order to participate in cyclic negotiations with Indian Health Service and Bureau of Indian Affairs. Prepare documents in support of cyclic negotiations and create and maintain hard files and electronic files as required.
- Oversee the biennial trust evaluation process implemented by the Department of the Interior with respect to trust programs including Forestry, Lands, Natural Resources, Social Services, and Individual Indian Money accounts. Facilitate the trust evaluation process between Interior and CSKT staff to effectively complete the evaluation, including timely response to any identified issues and follow-up of corrective actions to be applied.
- Perform related work as required or as assigned.

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

- Knowledge of financial management principles and practices that are pertinent to government entities, including accounting standards and practices. Knowledge of CSKT government and accounting environment is preferred.
- Knowledge of governmental organization design, program evaluation, and resource allocation, with knowledge of CSKT government preferred.
- Experience in preparing and reviewing financial statements utilized in government entities.
- Skill in using laptops and desktops to prepare documents, worksheets, databases, and presentations, with skill in Word and Excel preferred.
- Ability to write effectively in order to prepare documents, presentations, training materials, and reports.
- Ability to participate and present at meetings and training events, utilizing in-person and online methods such as Zoom, Microsoft Teams, and similar applications.
- The knowledge, experience, skill and ability may be met by completion of a 4-year degree in business, accounting, finance, management, or similar field, in addition to at least five years of progressively responsible administrative or management experience, or an equivalent combination of education and experience. Experience in CSKT government at a level of Program Manager or higher is preferred.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description.**

### **SUBMIT:**

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. If enrolled in a Federally recognized Tribe (**other than CSKT**), please submit proof.
4. If claiming Veteran' preference, submit a copy of the DD214 form.

❖ **FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

- Include Letters of Reference, a Cover Letter or a Resume as a personable supplement to the application packet.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, [personnel@cskt.org](mailto:personnel@cskt.org). **FOR MORE INFORMATION:** Contact Ruth Swaney, Tribal Budget Director @ 406.675.2700, Ext. 1034.