

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
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PERSONNEL OFFICE FAX: (406) 226-2562
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******VACANCY ANNOUNCEMENT******

TITLE: Administrative Officer - Finance

LOCATION: Forestry-Division of Fire

SALARY: \$30.14 per hour

CLOSING DATE: Thursday, April 11, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

Duties:

Fiscal Management and budget

- Responsible for the formulation and tracking of all program by budgets for the Division of Fire.
- Provides the Fire Management Officer with prompt budgetary related answers and ensures fiscal accountability of all CSKT Division of Fire program funds.
- Ensures timely submittal of fire suppression reimbursement requests.
- Assists the Forestry Department Head and Fire Management Officer assuring obligations incurred, and resulting expenditures of funds, are in accordance with existing laws, regulations, and directives.
- Develops systems for validating and accounting for all CSKT Division of Fire funds.
- Provides monthly budget balance reports to all program managers.
- Responsible for the management and supervision of work associated with accounting programs and systems servicing the Division of Fire.
- Responsible for accurate reconciliation of CSKT Division of Fire funds.
- Provides monthly budget balance reports to all program managers.
- Responsible for the management and supervision of work associated with accounting programs and systems servicing the Division of Fire.
- Responsible for accurate reconciliation of CSKT Division of Fire accounts.
- Reviews accounting practices ensuring they are efficient, effective, and up-to-date. Initiates changes in financial procedures and/or documents to adhere to changes in tribal and federal policies.
- Supervises and performs work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls, policies and practice, and financial operating results affecting the financial condition of the Division of Fire.

Contracting

- Responsible for preparing, controlling and verifying various federal and Tribal contracts in support of Division of Fire preparedness and fire suppression supplies, equipment, and employment services.
- Responsible for the processing and maintenance of DOI/BIA Emergency Equipment Rental Agreements.
- Responsible for a variety of contracts which frequently require special handling provisions or other standardized terms and conditions. Conducts Division of Fire contract administration duties in processing and maintaining

various fire and fuels management employment agreements and contracts. Ensures maintenance of records and logs of all active contracts and completes the salary, term, and scope of work information.

- Reviews procurement actions for appropriate contract type, completeness, conformance with regulatory requirements and procedural practices, pricing provisions, selection of source, acquisition methods, documentation, and clarity of contract terms and clauses. Gathers and analyses contracting data for use by higher level contracting officers/administrators, and investigates a variety of specific contract issues. Advises the Fire Management Officer and contracting officers on matters pertaining to contracting policies, procedures, and specific situations or problem issues.

Administration Support

- Provides the Fire Management Officer with technical assistance and advice concerning the Division of Fire administrative service function goals and objectives.
- Provides for improvement of existing forms, data bases and processes.
- Provides for the improvement and simplification of reporting requirements (that are consistent with Tribal and Federal procedures and requirements) through analysis of data reported, analysis of the requirements and methods for preparation of reports, and assuring that reporting requirements are met.

Supervision

- Supervises the administrative support office staff.
- Supervises expanded dispatch support organizations during fire emergency situations.
- Responsible for the performance and supervision of the finance management work activities to include clerical and accounts management activities in support of the acquisition of contract goods and services.
- Plans and organizes subordinate work activities to efficiently accomplish priorities and meet deadlines by allocating equipment, material and manpower.
- Reviews subordinate work activities, and designs new work methods and procedures if needed.

Wildfire Dispatch Support

- Assists the agency Fire Dispatch Program in the mobilization of fire crews, single resource bosses, fire personnel etc. for the purpose of lining, containing, controlling and extinguishing wildland fires.
- Depending on fire qualifications and training, may serve in any number of fire positions in the support of wildfire suppression activities.
- Performs related work as required or needed.

****For a complete position description please request one from the Personnel Department****

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

- A High School diploma (or equivalent) is required.
- Three (3) or more years work experience in a similar, or increasingly responsible position is required.
- 90 days of fire suppression experience required in the first twelve (12) months of hire.
- Qualified Ordering Manager (ORDM) within twenty-four (24) months of hire.
- Post high school education, training, and experience in fiscal management, supervision, economic analysis, and contract administration are highly desired.
- Must maintain a valid Montana State Drivers license for vehicle operation.
- This position is subject to pre-hire drug testing, condition of hire requirements under the Tribal Drug and Alcohol Policy.
- Once qualified maintain currency as a PTRC and ORDM.

SUBMIT:

1. Completed Tribal employment application (resumes are not accepted).
2. Certified copies of relevant academic transcripts and training certificates.
3. Current copy of Driver's License.
4. Tribal enrollment verification if enrolled in a federally recognized other than CSKT.
5. If claiming Veteran's preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040 or csktribes.org.

FOR MORE INFORMATION: Contact: Ron Swaney, Fire Management Officer (406) 675-2700 ext. 6469.