

Sisseton-Wahpeton Oyate

Job Description

Job Title: Tax Director

Location: Tax Department

Supervisor: Tribal Vice-Chairperson

Summary:

The Tax Director will be responsible for the Administration and enforcement of all Tribal tax laws and regulations. The Tribal Tax Director will work closely with the Sisseton-Wahpeton Oyate Tribal tax commission, the Tribal Chief Financial Officer (CFO), organizations and businesses.

Duties and Responsibilities:

1. Oversee the day to day operations of the Tax Department.
2. Obtain information by conferring with tribal, state, and federal agencies, auditors and accountants of the Sisseton-Wahpeton Oyate tribe.
3. Must conduct and report investigations of complex tax violation or compliance situations to Vice-Chairperson.
4. Attend all meeting relating to tax matters. (I.E tribal council, federal, state etc.)
5. Create and maintain tax- efficient strategies for collection of all tribal taxes.
6. Develop and organize a yearly component of the Tribal Government that administers comprehensive tax revenue system that includes federal tax rebates.
7. Review Tribal Tax/ Business ordinances for revisions or replacements and submit to the appropriate body for review and adoption when needed to strengthen Tribal sovereignty and promote greater efficiency in tax remittance
8. Conduct feasibility studies to determine structure, legality, potential revenues generated from new taxes that the Tribe may impose. Maintain effective communication and coordination with other relevant components of Tribal Government, including Federal and State agencies.

9. Establish and maintain effective tax enforcement, monitoring and collection procedures.
10. Maintain auditable financial records, prepare monthly reports to the Tribal Council following presentation of these reports to the Tribal Tax Commission.
11. Attend meetings pertinent to the program and ensure the Tribe's tax structure and process contributes to and supports the diversification of the Tribe's economic plans and job base.
12. Will be required to travel in-lieu of Compliance Officer.
13. Plan, organize, manage and prepare conference documents for Regional Tribal tax conferences.
14. Provide Tribal Council with recommendations on tax issues and tribal/state tax agreement negotiation issues.
15. Supervise Tax Department staff to ensure all duties are completed.
16. Submit on-line to South Dakota sales tax remittances on a monthly basis for Agency Village C-store; SWO Fuel Inc.; and Dakota Connection C-store.
17. Submit on-line to South Dakota fuel tax refund requests for Agency Village C-store; and Dakota Connection C-store.
18. Conduct annual evaluations of tax remittances and report to the Tax Commission, Vice-chairperson and Tribal Council as requested.
19. Draft ordinances, resolutions and other laws and coordinate with the Tax Commission, Tribal programs and Tribal Council for the enactment of the ordinances.
20. Ensure all Tribal programs submit their fuel tax receipts and logs in order to get the federal and state tax on fuel purchased by the Tribal and put in Tribal vehicles and report to Tribal Executives when not in compliance.
21. Stay informed on the current status, trends and changes in tribal taxation law and tax management on tribal lands.
22. Maintain strict confidentiality on all records, activities and related information in accordance with the Privacy Act and tribal policy.
23. Perform other duties as assigned.

Required Qualifications/Skills:

1. Good working knowledge of government accounting, auditing practices and procedures.
2. Strong ability to understand written and oral instructions.
3. Communicate effectively and maintain effective relationships with the state and federal agencies.
4. Must have experience and be familiar with Sisseton-Wahpeton Oyate regulations and guidelines governing aspects of tribal operations relative to tax auditing and accounting.
5. Be familiar with Sisseton-Wahpeton Oyate codes, ordinances and laws.
6. Skill in preparing and maintaining accurate records, reports and files.
7. Utilize computer databases to research, maintain and update records and files.
8. Effectively communicate and operate computer software packages, and programs using Microsoft Word, Excel, PowerPoint, Outlook and must be willing to learn other software as needed.
9. Effective time management skills.
10. Pass pre-employment drug screen and complete a background investigation.
11. Must have valid State and Tribal driver's license.

Education:

1. Four-year degree with at least five (5) years with Tribal Government experience is required. Master's degree or Juris Doctor is preferred.

The Indian Preference provisions of the SWO Personnel Policies shall apply to this position.

Approved  Date 7/16/2024