

# Sisseton-Wahpeton Oyate

## Job Description

---

**Job Title:** Budget and Compliance Specialist

**Summary:**

Financial modeling; report writing related to budget preparation and submission; ability to communicate effectively, both written and orally; ensure all expenditures and/or reports are extracted from the appropriate categories; performing post-audit and other reviews of actual expenditures and/or revenues to the SWO organizational departments. To ensure SWO programs/departments are complying to the budget process.

**Responsibilities and Duties:**

1. To provide budgetary guidance to SWO programs/departments and all Federal funded tribal programs.
2. Assist SWO departments/programs regarding financial data and proper budget procedures and practices. Resolve related problems.
3. Ensure SWO support and have working knowledge of OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments) to be used in conjunction with the PL 93-638 Federal Contracts and local SWO Tribal funded programs.
4. Prepare program/department cost analysis with recommendations to Budget Audit Compliance Specialist.
5. Participate in annual program budget reviews, assist with the preparation of annual organization budget plans.
6. Assist in monitoring and reviewing all SWO Federally funded programs/departments for spending compliance. Will make recommendations for action/corrective action as needed.
7. Assist with budgetary accounting issues in Federal budgets and SWO budgets to update revisions to the Accounting Manual.
8. Assist with approved budgets and modification for programs/departments in the SWO Accounting System.
9. Assist in monitoring all Program Managers State and Federal Contracts and Grant submissions. I.e.: Collect, compile, and review all budgets, budget justification, work statements, program objectives, and job descriptions, etc.
10. Will collect all Federal Reports and ensure that they are processed with BIA for each Federal 638 contract in a timely manner.
11. Assist in establishing and maintaining current files on all State and Federal contracts and will route/ensure distribution of all contracts and grant copies to appropriate bookkeepers and Program Managers.
12. Compliance with contracts by establishing, monitoring, and enforcing the reporting deadlines according to Financial SF-425 or other financial reporting forms.

13. Will work with Program Managers and Finance Staff to ensure multi-year contract/grant budgets are prepared, ensure any/all year-end carry-over funding is rolled forward into current year, as directed by CFO/Designee.
14. Will perform internal financial audits in order to assess risk management and performance checks with the SWO tribal accounts and multiple programs.
15. Prepare monthly reports on each program internal audit and report to Executive Vice-Chairperson and SWO CFO.
16. Will review and Monitor all employee action reports for compliance with approved budgeted salary and benefit costs for all SWO Tribal and Federal programs.
17. Review and verify that specific salary cost adjustments on all EARS are preapproved with available funding.
18. Will assist in ensuring projection work books are completed quarterly for SWO programs and departments.
19. Will keep a file of all work reports, supporting audit documentation/working paper, and work products.
20. Perform all other duties as assigned.
21. Compile compliance reports by analyzing programs.

**Education or Experience:**

1. Associate degree in Accounting, Finance, Business Administration or related field is preferred; or a minimum of two (2) years experience working in governmental, municipal, and fund accounting to include working with computerized accounting systems.
2. At least 2 years of experience in the capacity of financial administrative support in a similar institution.

**Knowledge, skills, and abilities required:**

1. Skills with knowledge and ability to plan, organize, evaluate and implement budget plans.
2. Knowledge of governmental financial cost and analysis principles and techniques in order to interpret financial accounting data to be used with the budget process of monitoring and projecting budget status reports.
3. Work in a cooperative and professional manner with all SWO staff.
4. 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.
5. Ability to compile data and prepare monthly reports.
6. Knowledge in accounting and auditing procedures.
7. Skill in developing policy and procedure documents
8. Must maintain confidentiality.
9. Ability to balance multiple priorities.
10. Ability to work as a team member as well as work individually.
11. Attentiveness to details and conscientious in adhering to deadline deliverables.

**Job Requirements:**

1. Must successfully complete a 90-day probationary period, drug testing, and background investigations.
2. Demonstrate excellent spelling and grammar skills and ability to proofread accurately written materials, documents, and subcontracts.
3. Demonstrate strong mathematical skills in a multiple priority environment
4. Knowledge of grant proposal submission is highly desirable.
5. Experience with working with Tribes preferred.
6. Communicate effectively.
7. Organize and able to carry out all responsibilities of the position with minimal day-to-day supervision.
8. Sensitive to cross-cultural differences and able to work effectively within their context.

**Working Conditions:**

Work is normally performed in a typical office environment. No or limited physical efforts is required. No or limited exposure to physical risk.

Approved 

Date 3/3/23