

Sisseton Wahpeton Oyate

Job Description

Job Title: Office Manager

Reports to: Construction Manager

Duties and Responsibilities:

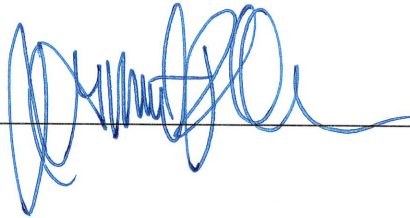
1. Serves as office manager of the Sisseton-Wahpeton Oyate Construction Management Department.
2. Establishes and maintains working files of all construction projects/contracts in effect which provides funding for specific construction projects in progress.
3. Establishes and maintains working files for every subcontractor retained by the department for specific construction projects, and updates necessary contractor information weekly including but not limited to certified payrolls, progress payments, inspection-reports, construction schedule, schedule of values, and compliance with FAR and TERO requirements.
4. Establishes and maintains daily/weekly/monthly accounting/balance of funds for each construction project in progress, utilizing computerized accounting system, and coordinates financial reporting with the appropriate book keeper in the Sisseton Wahpeton Oyate Tribal Finance Department.
5. Establishes and maintains daily/weekly system for receipt of construction invoices from subcontractors and vendors, process supply requests, in accordance with Tribal Finance Department's chart of accounts, for payment of invoices, includes required backup information regarding authorization for incurring costs, and assures timely payment processes of invoices for contractors and/or vendors.
6. Establishes and maintains weekly/monthly system for payment of department's authorized bills, including timesheets-payroll, travel, rent, electrical, phone, copier, and related and recurring expenses from authorized accounts, and maintains an accurate reporting system for such payments.
7. Establishes and maintains fixed assets and equipment inventory for the department on a monthly basis, including depreciation schedule for all items of equipment, and makes recommendations on equipment replacement needs on a quarterly basis.
8. Performs other office management duties as may be assigned by the Construction Manager.

QUALIFICATION REQUIREMENTS:

1. Minimum of two (2) year college degree, Associate of Arts Degree in accounting and/or business management.
2. Minimum of four (4) years experience in accounting and/or office management/administration; must be computer literate, especially in regard to utilization of accounting and Excel software applications.
3. Knowledge and experience in construction management methodologies and techniques preferred.
4. Indian preference shall apply in accordance with Sisseton Wahpeton Oyate TERO law and regulations.

SALARY: Negotiable, dependent on experience.

Approved by _____



Date _____

6-12-23