



Rocky Mountain Tribal Leaders Council

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Job Title: Budget Specialist
Reports to: Financial Management Officer (FMO)
Department: Rocky Mountain Tribal Leaders Council (RMTLC) Finance
Classification: Fulltime
Wage Range: Starting from \$32,551.16 to \$35,569.53/annual & depends on experience
Location: Billings, MT
Opening Date: October 2, 2017
Closing Date: November 17, 2017
Starting Date: December 3, 2017

How to apply: Applicants can send a cover letter, resume and RMTLC job application to jobs@rmtlc.org

For **job application** form and job description please visit: www.rmtlc.org, click on tab “About Us”, then click on tab “Work With Us”.

Position Overview:

Responsible for organizing and maintain all grant documents for RMTLC. Will reconcile finances to ensure all expenditures are extracted from the appropriate categories. Provide clerical support and work closely with Finance Management Officer (FMO) and Finance Staff as well as Executive Director (ExD). Responsible for ensuring effective and efficient documentation management within the Finance department. The Budget Specialist reports to FMO.

Essential Functions:

- Assist in organizing and maintain all grant documents, hard copies and electronically for RMTLC and projects included but not limited to grant applications and notices of Awards and reports to funding organization, and subcontracts.
- Provide status of funds for all grants to departments with a summary to FMO & ExD
- Reviews and coordinates collection and preparation of financial and operations reports for all grants.
- Locates and compiles information and formats reports, graphs, tables, records, and other sources of information.
- Analyze operating practices for RMTLC record keeping systems, forms control, creating new systems or revising established procedures.
- Assembles and categorizes facts and figures for written computation and calculations.
- Assists and organizes special events and meeting planning and preparation.
- Receive, review purchase orders, invoices, travel advances & claims for funds available for all grants for account payables.
- Attend all staff and finance dept. meetings.
- Perform all other duties as assigned.

Knowledge, Skill, & Abilities:

- Work in a cooperative and professional manner with all RMTLC staff.
- Assist FMO with other duties as needed.

- Demonstrate a thorough knowledge of Microsoft Office, Excel, Access, Outlook and must be willing to learn other software as needed.
- Provide support to RMTLC ExD with up-to-date and accurate information needed to make decisions.
- Experience in administrative support.
- Ability to work as a team member as well as work individually.

Requirements/Qualifications;

- Minimum of AA degree in finance or accounting; and/or equivalent experience.

Strongly desired:

- Demonstrate excellent spelling and grammar skills and ability to proofread accurately written materials, documents, and subcontracts.
- Knowledge of grant proposal submission is highly desirable.
- Experience with working with Tribes preferred.
- Demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal Tribal, and other professionals.
- Facilitating participation and partnership in the activities of a program.
- Communicate effectively.
- Organize and able to carry out all responsibilities of the position with minimal day-to-day supervision.
- Sensitive to cross-cultural differences, and able to work effectively within their context.
- Must pass a background and drug test.
- Lack of skill in any of the above areas may require additional training.
 - Cost of additional training and time to attend will be negotiated between supervisor & employee.

Environmental Factors:

- Performs duties in a controlled, tobacco-free office environment.
- Must have valid driver's license and proof of vehicle insurance.
- Travel to Montana, Wyoming & Idaho reservations and state meetings occasionally required.
- Employment period based on performance as well as duration of grants funding this position and successful application of new grants.

Applicants must agree to serve a minimum six-month probationary period during which time employment can be terminated at any time by RMTLC or employee.

Upon hiring, applicant must read, sign, and comply with RMTLC Policy and Procedures.

Statement of safe work practices:

As an employee of RMTLC, you will be required to comply with all RMTLC safety standards, Policy & Procedures, and all other applicable Federal, State, or Local safety laws and regulations as a condition of employment. This is a condition of employment to promote a safe working environment for all employees, contractors, and Tribes. This will be accomplished through observation and enforcement of safe work practices, which include, but are not limited to:

- Keeping yourself informed of conditions affecting your health and safety.
- Participating in training programs, as required and as they become available to you.
- Adhering to healthy and safe practices in the work place.
- Promptly reporting potential hazard(s) in the work place.

- Promptly reporting any injuries or accidents to your supervisor.
- Proper use of TLC property/equipment and protecting it from damage or misuse.
- Respecting other RMTLC employees, contractors, and Tribal employee rights to a safe environment.

At-Will Employment:

All employment with RMTLC is At-Will Employment. While we strive to provide fulltime employment to all our employees who desire, we make no guarantees, expressed or implied, to provide and guarantee number of hours of employment in each week. Changing conditions in Federal and private grants make it impossible to predict the demand of our services and as a result, all our offers of employment are offers of At-Will Employment.

Equal Opportunity Employer (EOE):

Within the scope of American Indian/Alaska Native preference all candidates will receive equal consideration without regard to race, color, gender, religion, national origin, or other non-merit factors.

Age Discrimination in Employment (ADEA):

RMTLC abides by the mandates of ADEA (protecting individual 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

American with Disabilities Act (ADA):

RMTLC abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, RMTLC will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.