



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Compliance Officer - Internal Auditor

DEPARTMENT: Administrative & Office Staff

LOCATION: Administration Building – Tribal Complex

REPORTS TO: Tribal Administrator

JOB SUMMARY:

Compliance Officer/Internal Auditor's essential functions include grant/contract compliance and administrative oversight, administrative analysis, technical report writing, account and statistical record keeping, and participation in program reviews by funding agencies.

CORE DUTIES AND RESPONSIBILITIES:

1. Involvement in fiscal operations with Tribal programs involving department directors and finance to ensure proper financial management of programs with established grant/contract regulations.
2. Coordinates and assists in the development of program budgets and required reporting with departmental personnel that direct various grant/contract programs as required by applicable grant/contract regulations.
3. Monitors all grants/contracts on a monthly basis to evaluate status of all programs progress to ensure completion of all grant/contract objectives.
4. Conducts internal audits on all grants/contracts and will follow-up on any findings to ensure compliance with grant/contract regulations.
5. Prepares a variety of periodic and special reports involving corrective actions to ensure compliance with Federal, State, and Tribal regulations.
6. Ensures that all program reports and financial statements are prepared and submitted in a timely manner and in compliance with reporting requirements.

7. Develops a compliance communication system to effectively monitor and address program vulnerability and risk.
8. Develops and implements corrective action plans for resolution of problematic issues and provides general guidance on how to prevent or deal with similar situations in the future.
9. Institutes and maintains an effective compliance communication program for the Tribal organization by identifying potential areas of compliance vulnerability and risk.
10. Meets with various Federal, State, and Tribal representatives to discuss and resolve intergovernmental program concerns or issues.
11. Maintains a central file system for Federal and State grants and contracts, and Tribal Funded programs.
12. Makes a record of files and prepares the files for retirement and/or disposition in accordance with grant/contract requirements. Sends inactive files to Records & Property Supply Specialist.
13. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's Degree in Business Administration or related field from an accredited College or University.
2. Must have at least five (5) years of experience in the administration and management of tribal government operations, grants compliance, internal compliance auditor, or equivalent.
3. Have a working knowledge of contracts/grants, federal guidelines, tribal program operations and requirements.
4. Prefer previous experience in grant and budget management.
5. Must have communication skills, both oral and written, to interact with people and program directors, as well as officials, funding agencies, and other individuals regarding grant/contract, program, and personnel matters.
6. Be computer literate and able to operate software for letter processing and spreadsheets.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____	_____
EMPLOYEE	DATE
_____	_____
DEPARTMENT SUPERVISOR	DATE
_____	_____
TRIBAL ADMINISTRATOR	DATE
_____	_____
HUMAN RESOURCES DEPARTMENT	DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.