



VACANCY ANNOUNCEMENT

Compliance Officer - Internal Auditor

OPENING DATE:	05/01/2023	CLOSING DATE:	05/15/2023
SUPERVISOR:	Chief Operations Officer	SALARY:	TBD
LOCATION:	Administration Building – Tribal Complex	STATUS:	Regular Full-Time

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.

DUTIES AND RESPONSIBILITIES

- Assists with fiscal operations with Tribal programs involving department directors and finance to ensure proper financial management of programs with established grant/contract regulations.
- 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.
- Monitors all grants/contracts on a monthly basis to evaluate status of all programs progress to ensure completion of all grant/contract objectives.
- Conducts internal audits on all grants/contracts and will follow-up on any findings to ensure compliance with grant/contract regulations.
- Prepares a variety of periodic and special reports involving corrective actions to ensure compliance with Federal, State, and Tribal regulations.
- Ensures that all program reports and financial statements are prepared and submitted in a timely manner and in compliance with reporting requirements.
- Develops a compliance communication system to effectively monitor and address program vulnerability and risk.
- 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.
- Institutes and maintains an effective compliance communication program for the Tribal organization by identifying potential areas of compliance vulnerability and risk.
- Meets with various Federal, State, and Tribal representatives to discuss and resolve intergovernmental program concerns or issues.
- Maintains a central file system for Federal and State grants and contracts, and Tribal Funded programs.
- 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.
- Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE

- Possess a Master's Degree in Accounting, Finance, Business Administration, or related field from an accredited College or University with at least two (2) years of experience in the compliance, finance, accounting and management of tribal government grants and funds. Previous work experience must be documented. College transcripts are required.
- 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.
- Have a working knowledge of contracts/grants, federal guidelines, tribal program operations and requirements.
- Prefer previous experience in grant and budget management.

- 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.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.