



## **Job Posting**

### **Tribal Administrator**

**Posted: November 24, 2014**

**Closing Date: January 15, 2014**

**Salary: DOE, Hourly 6 hours a day**

#### **Job Description:**

##### Supervision:

Reports to and takes directions from the Tribal Council and Tribal Council President.

##### Responsibilities:

1. Manage and administer all programs and projects for the Agdaagux Tribal Council.
2. Insure that all programs and grants are in compliance with all appropriate Federal, State, and Local laws and regulations.
3. Implement policies and procedures established by the ATC.
4. Supervise, manage, train and periodically evaluate ATC employees and ensure all employees follow all rules and guidelines described in ATC's Employee Policy and Procedure's Manual.
5. Insure all employee's attend necessary trainings pertaining to their perspective programs.
6. Write grants and find funding for community projects related to tribal needs and the educational, health, and social service needs of the community.
7. Administer and monitor all grants and services provided by the ATC according to an objective's system on a quarterly basis and ensure all program departments reporting is completed in a timely manner.
8. Ensure maintenance of all records, files, and data required for financial, personnel, enrollment and administrative records.
9. Ensure maintenance of all records, files, and data related to all ATC property and equipment.
10. Prepares monthly activity reports for the Council.
11. Prepares financial reports for the Council.
12. Manage the ATC accounting system on a day to day basis and manage the financial functions of the ATC including but not limited to:



- a. Accounts Payable
  - b. Accounts Receivable
  - c. Payroll
  - d. Audit Preparation
  - e. Oversee all operating budgets of all ATC programs and oversee all program financial and progress reporting as required per individual program regulations.
  - f. All other requirements described in ATC Financial Policy and Procedure manual.
13. Supervise the purchase, allocation, installation and maintenance of all office furniture, fixtures, materials and equipment.
14. Authorizes the use of all ATC equipment and vehicles.
15. Schedules all repair, renovation, and maintenance of all ATC property and equipment.
16. Attend all necessary training's, workshops, conferences, etc. that will ensure development of their financial and management skills, and that pertain to the interests and objectives of the ATC.

Requirements:

1. At least 2 years of college in Business Administration/Accounting (Bachelor's degree preferred) OR 2 years experience working with human services programs, local governments, Native no-profit organizations or related agencies in the areas of program coordination, management or planning and 2 years of experience in Accounting/Bookkeeping.
2. Experience and training in Grant Writing.
3. Exceptional listening and verbal communication skills.
4. Ability to work independently, interact and take direction from the Council, government officials and other agencies.
5. Familiarity with Tribal Governments, ANCSA, Indian Self- Determination Act, and with State and Federal sources is desirable.
6. Ability to plan, organize, supervise, coordinate, and evaluate program operations.
7. Willing to travel as needed for trainings, conference's etc.

If interested please send your resume to the Agdaagux Tribal Council P.O. Box 249 King Cove, AK 99612 .