



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Finance Assistant

Position Summary: The Finance Assistant (FA) is a full-time (1 FTE) position in the Finance Office within the Chickahominy Tribal Administration. The FA is primarily responsible for supporting the daily accounting functions of Tribal Administration and assisting the Finance Officer on all financial matters relevant to the operations of the Tribal Administration and its entities.

Salary and Benefits: The salary for this position is \$50,000 per year. Benefits include paid time off, paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

Position Responsibilities:

- Assures the accuracy, quality, security, protection, and preservation of all financial records, data, and tracking systems of the Tribe;
- Assists in the development and implementation of comprehensive annual operating budgets for the tribal administration and select tribally-owned entities;
- Ensures compliance of accounting operations and reports with all applicable tribal, local, state and federal regulations;
- Provides support for internal and external financial or regulatory audits;
- Assists with the development of the Tribe's indirect cost proposal, Annual Funding Agreements with the Bureau of Indian Affairs, and any other federal grants and/or contract documents in a timely manner;
- Assists with the processing of data, including, but not limited to, accounts payable, payroll, accounts receivable, grants, data entry and control, cash receipts, and internal financial reports
- Other duties as assigned.

Position Requirements:

- Gathers and analyzes information skillfully;
- Readily learns new job procedures and software packages;
- Works well in group problem-solving situations;
- Shares expertise with others;
- Demonstrates group presentation skills;
- Looks for ways to improve and promote quality;
- Works within approved budget;
- Understands and complies with federal, state, local, and tribal laws and regulations;
- Works well with others including staff, governmental, and institutional representatives, volunteers and the public;
- Maintains confidentiality;
- Attends training and professional development as required;
- Travels as needed;
- Works well as part of a team and demonstrates a commitment to provide high-quality services;
- Works unsupervised in a virtual work setting when necessary.



Position Qualifications:

- Minimum of a Bachelor's degree from an accredited college or university with an emphasis in Accounting or related field with three (3) or more years' experience in Business Administration and Finance, Accounting, or related fields;
- Experience working with an Indian Tribe on financial matters is preferred;
- Computer skills necessary to complete the Essential Duties and Responsibilities of the job are mandatory, including the ability to use/learn the Tribe's Abila accounting software;
- Any combination of experience, education, or training that would support the required knowledge and abilities.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Applications must be submitted by 5 p.m. est on July 5, 2022.
- Incomplete and late applications will not be considered.
- Applications may be submitted by mail to:
Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Road
Providence Forge, VA 23140
- Applications may also be submitted electronically to: Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Chickahominy Indian Tribal Citizen;
 - Citizens of other federally recognized Indian Tribes
 - General public applicants