Office Manager

FULL TIME EMPLOYEE

Yesterday
Requisition ID: 1011

Salary Range:
$18.9000 To $23.6300 Hourly

SCOPE OF WORK:

The Office Manager is responsible for the fiscal accountability, planning, managing and coordinating administrative support of the Department of Veterans Affairs and Veterans Cemetery.

SUPERVISION:

The Office Manager will be under the direct supervision of the Director, Department of Veterans Affairs, who will provide direction, guidance and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Maintain the cuff accounts for the Department of Veteran Affairs Programs and Veterans Cemetery, including monthly reconciliation and works closely with assigned Contract Representative to ensure accuracy of funds for the Department of Veteran Affairs.
2. Prepare and process purchase orders for office expenses and other financial obligations and reconcile cuff accounts for each purchase order.
3. Complete reports for Monthly Resident Count, Monthly Rent Claims and Monthly Back Rent Due for Warrior Lodge Shelter.
4. Submit participant/trainee work/employment timesheets (Experience Works, Compensated Work Therapy, National Coalition of Indian Aging, etc.)
5. Secure and maintain personal files of veterans participating in work/employment programs (Experience Works, Compensated Work Therapy, National Coalition of Indian Aging, etc.).
6. Monitor system for Medical Assistance Travel for Veterans.
7. Prepare financial reporting aspects as required by funding sources.
8. Organize and maintain paperwork documenting internal policy and procedures of the Department of Veterans Affairs and Veterans Cemetery.
9. Review of tribal council minutes and notify Director of actions that involve the Department of Veterans Affairs.
10. Conduct fiscal monitoring of veteran contacts and services provided.
11. Maintain electronic and hard copy filing systems for office documents and veteran files
12. Receive and distribute; date stamp, sort, and log and develop electronic record of all incoming and outgoing mail.
13. Display and distribute brochures, fliers, announcements relating to Tribal, state and federal benefits.
14. Greet veterans and the public in a professional manner, provide general information and answer questions.
15. Maintain a current inventory of property and equipment of the Department of Veteran Affairs, Veterans Cemetery and its programs.

16. Schedule meetings, conferences, conference calls, and maintains calendar of activities for the Department of Veteran Affairs and Veterans Cemetery.
17. Prepare travel authorizations and expense reports and assists in coordinating travel arrangements (airline and lodging reservations) when necessary.
18. Prepare and process purchase orders for mileage for medical appointments.
19. Assist with Veterans Cemetery as determined by the project/projects undertaken.
20. Assist with other tasks deemed necessary for the timely and effective operation of the Department of Veteran Affairs, Veterans Cemetery and its programs.

QUALIFICATIONS:

1. Bachelor's Degree in Business, Human Services, Accounting or related field with two (2) years documented management, administrative or financial related field utilizing generally accepted accounting principles, practice and protocols and in tribal, Federal, State or Non-profit systems. In lieu of minimum education requirement will consider; Associate degree in Business, Human Services, Accounting or related field with three (3) years of documented experience in management, administrative or financial related field utilizing generally accepted accounting principles, practice and protocols and in tribal, Federal, State or Non-profit systems or High School Diploma with five (5) years of documented experience in management, administrative or financial related field utilizing generally accepted accounting principles, practice and protocols and in tribal, Federal, State or Non-profit systems
2. Strong computer skills with working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) applications.
3. Proficient with the operation of standard office equipment (copy, fax, scanners, telephone).
4. Effective knowledge of protection of confidential/sensitive records; hard copy and electronic filing systems.
5. Understand and carry out both verbal and written instructions and request clarification when needed.
6. Excellent customer service skills; maintain tact, courtesy, composure and flexibility when dealing with a variety of personalities.
7. Pass required background check.
8. Possess and maintain valid driver's license and insurability requirements.

JOB REQUIREMENTS:

1. Knowledge and understanding of and experience in military protocols, operations, differences and similarities between branches and service organizations.
2. Effectively understand military protocols, customs, and practices to effectively relate to the veteran population.
3. Demonstrate proficiency in completing financial reports and records.
4. Ability to promote self-motivation and independence with ability to complete projects with minimal supervision.
5. Demonstrate strong work ethic; Adhere to all professional and ethical behavioral standards.
6. Demonstrate effective organizational skills with special attention to detail with ability to operate under pressure and stress.

7. Demonstrate resourcefulness and flexibility to meet deadlines and adapt to changing situations and timelines.
8. Ability effectively communicate in a clear and concise manner with consideration of cultural awareness and sensitivity on different levels, depending upon the audience.
9. Uphold all principles of confidentiality to the fullest extent and will be required to sign a program confidentiality statement with understanding of the penalties for any violations as it pertains to client and program information.
10. Ability to frequently stand, walk, sit bend, twist and occasionally lift and/or move up to 50 pounds.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located at the Department of Veterans Affairs, Fort Yates, ND

APPLICATIONS:

Submit a complete tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 P.M. ON THE CLOSING DATE WILL NOT BE CONSIDERED.

Closing date: 6 April 2021