

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Administrative Services Manager**

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<b>EXEMPT: Yes</b>	<b>JOB CODE: 1-OL T2</b>
<b>TARGET SALARY: \$24.10 to \$28.35/DOQ</b>	<b>SHIFT: 8:00 to 5:00</b>
<b>PROGRAM: Administrative Services</b>	<b>LOCATION: Building</b>
<b>REPORTS TO: Operations Director</b>	

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**SUMMARY:** While the Makah Tribal Council may assign specific functional responsibilities, the primary role of a manager is to facilitate tribal success. This assumes that the incumbent anticipate how actions will affect the tribe as a whole, subordinate the interests of assigned functional areas to that of the tribe as a whole and fully cooperate with other tribal employees in the development of strategies and plans to achieve the tribe's goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Accordingly, the primary accountabilities for tribal managers are as follows.

- Provide service to Tribal members
- Competently manage the assigned functional area or areas; develop, monitor and maintain budgets for assigned functional areas
- Demonstrate leadership in responding to and carrying out Council initiatives, as delegated
- Work as a team member with other tribal employees and assisting them as needed in carrying out their goals
- Assure all assigned staff align with Council decisions.

**Primary Functional Role**

Assure the effective utilization of the Makah Tribe's resources by providing efficient administrative services and coordinating its self-governance program developing, recommending and implementing sound administrative system.

**Essential Duties and Responsibilities**

Develop and maintain accounting systems to accurately track all tribal financial activities; establish and maintain tribal accounting policies and systems accepted within accounting rules and pronouncements; assure audit trails are maintained

for all financial transactions; provide for appropriate document storage for all transactions; receive audit criticisms and take corrective action as required; provide for the accurate and timely disbursement of payroll and accounts payable and the timely collection of accounts receivable, prepare and distribute payroll reports and transactions proofs; submit government reports as required. Ensure the annual indirect cost rate proposal is prepared and negotiated with the National Business Center.

Provide for the development, recommendation and implementation of realistic tribal budgets, including assessment of income, required capital and operational expenditures, impact of legislation and grants conditions on budgets; establish and maintain a system of budget and variance reporting, provided for explanations, corrective measures; provides for assessment of departmental budget performance; provide for budget updates and modification according to actual income and expenses versus projected levels; assure continuous budget communications to Makah Tribal Council and managers with budget responsibility.

Assures the effective management of the Makah Tribe's grants and contracts, providing for the effective compliance, financial and programmatic reporting; audit compliance, timely grant and contract receivables are received for program expenditures and indirect costs.

Responsible for the oversight of the computer and information systems by ensuring the research and designs of computer related activities meet the needs of the organization. Ensures that the organization practices and design modifications, analysis are the most innovative technologies for the organization.

Responsible for the daily cash management of all tribal bank and investment accounts. Including but not limited to reviewing, printing and archiving daily cash analysis. Initiate and process bank or investment transfers. Imports of check registers and credit card clearing accounts.

Serves and the contact person for all bank and investment account services such as signature cards, opening and closing bank accounts tribal credit card management and merchant service account administration.

Responsible for the Tribes 401k annual employer contribution reconciliation for the Tribe, Clinic and Enterprises.

Provides for the official accounting contact for tax credit programs such as Qweti, LIHTC#2, SRLH, etc.

Provides for the Workman's compensation quarterly calculations, semiannual and annual audits including billing and posting to the general ledger.

Provides for the financial management of self-insurance program with WebTPA.

Serves as the FEMA primary contact for FEMA declared disasters. Serves as the official financial representative to the Makah Emergency Operations Center (EOC).

Assure the effective utilization of the Makah Tribe's resources through providing effective administrative services and coordinating its self-governance program developing, recommending, and implementing sound administrative systems.

Coordinate the tribe's self governance activities; assure tribal self governance policies are maintained and that self governance approaches, goals and objectives meet Tribal Council Policies and objectives; evaluate programs and initiatives, coordinating Tribal response to self governance.

Provide for the maintenance of records on all tribal property, including the coordination of acquisition, transfer and disposal of tribal assets, maintenance of licenses, and physical inventory of tribal assets. Maintain financial records management including records inventories, retention schedules, storage and disposals. Negotiate and schedule shredding contact for the organization records.

Provide adequate liability and property insurance for all tribal assets and buildings. Provide timely reporting of accidents or damage, adding or deleting property or personnel coverage.

Manage GSA vehicle leasing program for the organization. Place orders for replacements or additional vehicle leases, order purchased vehicles from Auto Choice, maintain inventory records, accident reporting and maintain maintenance and recall notices.

Provide for the cost effective delivery of general administrative service, including but not limited to contract administration, budgeting, accounting, purchasing services, mail and travel coordination and other similar services that may be assigned; recommendations and the assessment of functional effectiveness; assure tribal employees have access to and are training in the use of appropriate computer services; provide for the maintenance evaluation and replacement of current and/or obsolete equipment and software; develop, recommend and implement plans to assure the delivery of cost effective, quality services that meet the Tribe's needs.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises five employees in the Administrative Services Department. Carries out supervisory responsibilities in accordance with organization’s policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

Bachelor’s degree (B.A.) in business or public administration with a minimum of five years’ in Tribal operations

A minimum of two – three years of increasingly responsible experience in managing administrative functions, including experience in developing and coordinating budgets, supervision of staff, purchasing, and contract administration.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation’s techniques, sampling theory, and factor analysis.

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

**REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

**OTHER SKILLS AND ABILITIES:**

Demonstrates familiarity with computer support issues and their associated management issues.

Demonstrates ability to communicate effectively verbally and in writing in the presentation of financial information, plans, and recommendations.

Demonstrates understanding of major issues affecting assigned functional areas.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 65 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a normal office environment. The noise level in the work environment is usually moderate.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Makah Tribal Council approved on April 24, 2000

Revised 03/16/01

Revised 12/19/01

Revised 12/12/02

Reclassified 05/22/07

Revised 02/19/08

Revised 07/18/19

Revised 08/13/19

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: katherine.thompson@makah.com**

**OPEN: March 11, 2020  
CLOSE: March 24, 2020**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.