



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 03/31/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: TAX COMMISSIONER			
Pay Grade Negotiable	Salary Range Negotiable	Classification Negotiable	
Department: TAX COMMISSION	Location: Okmulgee	Location Code: 31	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Generally, to perform all duties and responsibilities set forth by tribal ordinances and any subsequent tax codes; additionally, to act as the Muscogee Nation's primary regulatory authority with respect to the enforcement of tax laws. Job entail direct supervision over full time staff and regulatory supervision includes tribal tobacco wholesale operation, tax collection, i.e., tribal smoke shops, tax code administration, i.e., commercial vehicles, tax code administration, i.e., and corporate franchise fees.
Principal Duties and Responsibilities:	<p>Principal Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Understanding of tax liability and the process of taxation along with its enforcement as it relates to tax income sources for The Muscogee (Creek) Nation. 2. Collecting and depositing all tax revenue in accordance with tribal ordinances. 3. Issue fines or penalties for violation of tribal ordinances. Promulgate tax rules and regulations. 4. Interact with tribal government and units of administration. 5. The Tax Commissioner must be impartial, independent, without bias, promote public confidence in the fairness of the application of taxes and avoid the appearance of impropriety. 6. The Tax Commissioner offers assistance and information as requested to the Executive Branch on matters of the Office of the Tax Commissioner and furnishes any reporting and analysis when needed. 7. The Tax Commissioner recommends to the Principal Chief before the legislative session convenes; amendments, changes, and modifications of various tax laws necessary to remedy injustice and irregularities in taxation and to facilitate assessment and collection of taxes in the most economical and efficient manner. 8. Maintain any appropriate sales ratio study, input field data by taxation source as needed. 9. Act as liaison with governmental entities and attend meetings as required. 10. Developing and recommending changes in legislation concerning



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	<p>tax laws.</p> <p>11. Developing and recommending a comprehensive tax code.</p> <p>12. Develop, establish and maintain proper accounting procedures and internal control processes to ensure that the financial accounting records, financial reports, management reports and financial budgets are accurate, complete, and presented from the Tax Commission office in a timely manner.</p> <p>13. Forecast budget requirements for The Office of the Tax Commission.</p> <p>14. Analyze trends in taxes and explain assumptions, methodology, forecasted results while directing Tribal Executives on the day-to day financial performance of the Tax Commission Office.</p> <p>15. Review internal controls and establish policy and procedures to insure adequate safeguards of assets. This may include but not limited to; Auditing tax reports, deny, suspend or revoke licenses.</p> <p>16. Understand fully, manage, coordinate and train staff with regard to departmental procedures, computer systems used, and enforcement of the MCN Human Resources Policies and Procedures.</p> <p>17. Administration of Tobacco Tax Code and of Commercial Vehicle Tax Code.</p> <p>18. Performing any other duties required pursuant to Ordinance and other applicable laws.</p>
<p>Minimum Requirements:</p>	<p>B.S. Degree in Accounting, Finance, or Business Administration with an emphasis in Accounting, Finance and/or background in tax preparation. An understanding of tax law and valuation methods; other miscellaneous taxes including but not limited to: fuels tax, tobacco and cigarette tax, and various sales taxes collected by The Muscogee (Creek) Nation. The Commissioner should be able to meet background criteria, as established by tribal ordinances. The Commissioner is an appointed position and requires confirmation by the National Council. Computer literate and experience with tax and appraisal computer systems.</p>
<p>Preferred Requirements:</p>	<p>Certified Public Accountant (CPA) or Master's Degree in Accounting, Finance, or J.D with an emphasis in taxation preferred. The Commissioner should have a degree of integrity, ability to understand tax laws and have a thorough understanding of the role of regulation of a tax commission. Experience in automated accounting software programs, accounting spreadsheet software packages. Other Certifications: Certified Internal Auditor (CIA), Certified Management Accountant (CMA) Certified Government Financial Manager (CGFM), or Certified Government Auditing Professional (CGAP).</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	<p>The Commissioner may be required to impose regulatory sanctions or licensees, which might be deemed unfavorable by licensee and others, including loss of the licensed activity.</p>

Competencies:



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- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.