

Muscogee (Creek) Nation
Human Resource Management Services

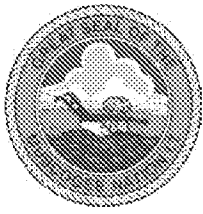
Employee Requisition

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

Submitted Date 06/28/2022	Employee Requisition Number ER-22323	JOB OPPORTUNITY	
Title/Position: BUDGETS CONTRACTS MANAGER			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
Department: SECRETARY OF HOUSING	Location: Okmulgee	Location Code: 800	FT/PT 1-Full Time

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

General Summary:	Under the supervision of the Secretary of Housing, the Budget and Contract Manager will be responsible for the development, analysis and execution of annual budgets for the Department of Housing. The Budget and Contract Manager is responsible in reviewing all financial transactions to ensure compliance with NAHASHDA and the MCN Nation's federal requirements and policy
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Maintain and monitor budgets for the Department of Housing. 2. Prepares analysis, year-end entries, and work papers in preparation for audit examination pursuant to Generally Accepted Accounting Principles (GAPP), and Generally Accepted Auditing Standards (GAAS). 3. Prepare entries and reconcile accounts receivables and fixed assets for the MCN Finance Department. 4. Assists in identifying and resolving programs and inconsistencies involved in maintaining accounting controls, systems and procedures. 5. Examines, reconciles, balances, and adjusts accounting records for all accounts on a monthly basis. 6. Assists in preparation of data for the Annual Performance Report and the Indian Housing Plan. 7. Works with other departments in preparation of grant information and proposals to apply for new or existing grants. 8. Interprets data and generates related statistical and fiscal reports. 9. Knowledge of HDS and/or Doorways database. Reviews reports, assists in maintaining databases to serve as a back up to the Database Coordinator. 10. Maintain a strong understanding and remains current on all of the department's policies, program rules, codes, and regulations relative to all programs. 11. Ability to prepare clear, concise reports, make recommendations, and make sound decisions. 12. Reviews and prepare reports for the housing department, HUD, and other entities. 13. Perform any other duties as assigned.



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Minimum Requirements:	Associate Degree in Accounting or Business with 2 to 5 years of related experience, or equivalent combination of education and experience.
Preferred Requirements:	Bachelor's Degree in Accounting, or Business with 2 to 5 years of experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- 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:



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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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.