



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	NO
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	NO

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Financial Systems Administrator

DEPARTMENT: Finance overseen by IT

POSITION SUMMARY:

The Swinomish IT Department coordinates implementation, management, compliance, and system security for the financial systems while working closely with the Finance Department. The services provided by IT are designed to achieve the tribe’s economic, social, cultural, health, educational, community and development goals.

The Financial Systems Administrator reports to the IT Director. This position is responsible for ongoing development and delivery of training to tribal staff involved in all aspects of the various finance software, cyber security, and agenda management software. This position also assists in the ongoing development and administration of the Laserfiche business processes. This position is also responsible for developing and maintaining the Tribe’s compliance and accounting systems under the direction of the IT Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitates system design for compliance and accounting software, agenda software, and cyber-security awareness training; including security access for users.
- Develops and maintains the Tribe’s enterprise content management system.
- Maintains workflow modules for the Tribe’s accounting software.
- Maintains training modules for compliance and accounting systems to meet the needs of end users.
- Maintains job aids and training videos as needed to reflect system updates and ensure cross-platform consistency.
- Deliver training and technical assistance to staff users involved in the grants process. Training to be delivered to users upon hire, upon start of grant, and annually.
- Provide technical assistance to users interfacing between tribal policy and tribal computer systems.
- Duties may include administrative tasks to support finance department operations, assistance in preparing for annual financial audits, and related tasks as assigned.
- Other duties may include administrative tasks to support Finance, Grant and IT department operations as assigned.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in education, information technology, or a related field.
- Minimum five years of related experience

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of applicable laws, regulations, and policies, including 2 CFR 200
- Culturally appropriate social skills to successfully transfer knowledge to users and to successfully monitor and report on grants compliance
- Ability to teach others new skills
- High-level computer skills, including Microix, Laserfiche, and video editing
- Quick learner, systems thinker
- Experience in planning, facilitation, and curriculum development

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience with MIP Fund Accounting, Microix, Municode, and Laserfiche
- Skills at making, editing, and showing videos as teaching aids
- Knowledge of workflows

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Grants Administrator is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____