

CHEYENNE RIVER SIOUX TRIBE
REVENUE DEPARTMENT
OFFICE MANAGER

DESCRIPTION OF WORK

General Statement of Duties: Performs general office duties and functions including: receptionist, office management, accounting, secretarial, bookkeeping, filing, including operating Microsoft Office and other related computer operations.

Supervision Received: Works under the immediate supervision of the Revenue Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Receives telephone calls and office visitors and handles routine questions or matters of a less technical nature.

Operates a variety of office equipment, including computer, fax, copier, & scanner for accounts receivable, payables, billings, and mailings.

Operates a computer to maintain cuff accounts on excel or other programs and maintains a ledger of accounts, develop forms, templates, and other computer functions needed to operate the Revenue Office.

Operates a computer to maintain business license database on access, or by other program and makes files for licensed businesses.

Types and routes employee timesheets, and prepares finance vouchers, travel authorizations, purchase orders, and prepares other financial records and forms needed for Revenue Office.

Picks up, distributes, and stamps all mail and incoming correspondence

Coordinates meetings at the direction of the Revenue Director and types all correspondence

Reviews business license applications for accuracy and receives money for license fees and tax payments.

Maintains budget reports and makes necessary adjustments for accuracy.

Assist in organizing seminars and training at the direction of the Revenue Director.

Maintains business license database and waiver log, also makes contacts to business operators to complete application and make payment.

Receives and reviews alcohol luxury tax request forms for accuracy and completion.

Performs other related work as required.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Must have working knowledge of Microsoft Office Software. Must be able to meet with the public and business operators in a professional manner. Must have the ability to communicate effectively in writing and verbally. Must be able to maintain the security and confidentiality of business license and tax files, including other Revenue Office correspondence issues.

Education: Associates Degree in Accounting, Business Management, Office Management, or related field.

Or

Experience: Two years of work experience in business administration, business management, accounting, or an office managerial position (Must be four (4) months or more of continuous related work experience).

Special Requirements: Required to be bondable to handle money. Must have a SD driver's license (attach copy), transportation (attach registration), and insurance (attach copy).

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks.

Must maintain strict confidentiality.

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