

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard



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Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position: SSN Tribal Finance Controller/Finance Department Director
Department: SSN Tribal Finance Department
Supervisor: SSN Chief Executive Officer, Tribal Administration
Classification: Full-time/Exempt
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: Finance Personnel
Salary: \$60,000.00 - \$120,000.00 (DOQ)
Posted: Open 08-19-2025 Close 09-16-2025

GENERAL OVERVIEW:

Job Summary: The Tribal Finance Controller/Finance Department Director manages all financial and accounting operations for the Santee Sioux Nation Tribal Government, ensuring financial stability and compliance with regulations. The role involves budgeting, budget management, financial reporting, internal controls and risk management to a certain extent, while also supervising accounting staff and contributing to strategic financial planning and performance. The controller supervises Finance Department staff to include annual evaluations on performance. The controller is directly supervised by the CEO of the Santee Sioux Nation who also is under oversight responsibilities of the Santee Sioux Nation Tribal Council Treasurer in all matters pertaining to fiscal management, assessment and other responsibilities as they occur.

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES:

- Directs the day-to-day operations of the Finance Department to ensure the highest levels of accountability, transparency, communication, and performance, as well as compliance with all policies, procedures, and financial regulations.
- Directs and oversees annual budget preparation in collaboration with Executive Director of Tribal Administration, Program Managers, Department Directors, and the Finance Department.
- Provides leadership, advice, and guidance to the Tribal Council with regard to short and long-term strategic financial planning and investing.
- Develops internal policies and procedures to ensure effectiveness, compliance with regulations and legal requirements, internal controls, and segregation of duties.

Outgoing: hr file

Job Description: SSN Tribal Finance Controller/Finance Department Director

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- Reviews all bank reconciliations to ensure they are appropriate, and all reconciling items are reasonable.
- Reviews and approves all wire transfers or online banking activity.
- Reviews the Master Vendor Listing quarterly to ensure all vendors are reasonable and are related to business activities; sets up all new vendors in the system and processes any vendor changes for all programs.
- Ensures that the financial records and processes are in compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) Pronouncements, and the OMB Super Circular on Uniform Guidance.
- Prepares and presents financial reports to Tribal Council regarding operations, statistics, trends, budget requirements, and other influencing factors.
- Oversees the performance of the annual audit, as well as other regulatory reporting that requires financial information.
- Manages the Tribal Government banking relationship and daily banking transactions, to include wire transfers, cash management, debt payments, management of bank notes, reconciliation, and reimbursement of accounts.
- Oversees the Tribal Government payroll function.
- Manages Tribal fiscal records to ensure accessibility and protection of financial information and resources.
- Ensures compliance with all applicable tax laws; assists with and oversees preparation of applicable tax returns/forms.
- Assumes responsibility for developing, recommending, and implementing such internal accounting and financial controls and programs that are necessary to preserve and expand the Tribe's resources.
- Provides leadership through effective goal setting, delegation, and communication. Conducts regular departmental staff meetings to ensure that staff are well-informed of changes in programs, policies, and procedures.
- Oversees the Finance Department staff and takes responsibility for recruitment, hiring, discipline, performance evaluations, orientation, training, and providing direction.
- Interfaces with the Chief Financial Officer of Graton Resort & Casino from time to time as needed.
- All other duties as assigned.

Supervisory Responsibilities:

- This position is responsible for supervising the finance department staff, which includes Payroll Clerk, Accounts Payable, Procurement, Accounting clerks and any outside contractual staff/agreements.

Minimum Mandatory Qualifications:

- Ten (10) years of relevant financial and/or accounting experience.
- Bachelor's degree in accounting, Finance, Business Administration or related field
- (Preferred) License, Certified Public Accountant.

Preferred Qualifications:

- Master's Degree in finance related field with pertinent Licenses
- Knowledge of, and experience with, Tribal Government Accounting

Skills, Abilities, and other Qualifications

- Ability to provide leadership in strengthening internal communication with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
- Ability to work independently within established policies, procedures, and schedules.
- Ability to develop and complete reports in a timely manner.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to prepare and make comprehensive presentations and professionally communicate before an audience.
- Demonstrate strong interpersonal and leadership skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate advanced knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) Pronouncements, as well as Uniform Guidance.
- Demonstrate thorough understanding of financial and accounting practices, procedures, and regulations.
- Demonstrate skill in quantitative financial analysis and budgetary control, sufficient to prepare complex and detailed financial and budgetary analyses and to address a variety of budgetary issues.
- Demonstrated ability to effectively translate complex financial concepts to stakeholders at all levels (i.e., Finance Department Staff, Program Managers, Department Managers/Directors, Fiscal and Audit Committee, Tribal Council, Tribal Citizens, etc.).
- Demonstrate accuracy and thoroughness, with the ability to monitor work to ensure quality.
- Demonstrate keen analytic, organization and problem-solving skills which allow for strategic data interpretation.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural awareness and sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge of financial reporting, laws, statutes, and regulations of fiscal grant management and TANF programs.
- Knowledge of indirect vs direct expense rates and allocation methods.
- Knowledge of the diverse needs of Native American youth and families and the socio-economic issues relating to a diverse Native American population.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.

- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

Conditions of Employment:

- **Driving:** All employees must maintain a current and valid California driver's license throughout employment and must be insurable under the Tribe's policy.
- **Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- **Background investigation:** This position is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.
- **Drug and alcohol screening:** All applicants must successfully pass a pre-employment drug and alcohol screening prior

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly "preferred", but "not required."
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, "beginning" at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus's**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position 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 and a successful evaluation. 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.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN’S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, “Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver’s license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver’s license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

- *2 forms of identification**
- *Current working contact number**
- *Completed application (partially completed not accepted)**
- *Release of Information form completed**

Submit applications and resumes to the following address:

**Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219**


APPROVED

8/19/25
DATE