

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

POSITION:	Administrator	SALARY:	DOE
STATUS:	Regular/Full-Time	LOCATION:	Fort Belknap, MT
DEPARTMENT:	Tribal Lending Regulatory Authority		

SUPERVISION RECEIVED: Incumbent will work under the immediate supervision of the Chief Administrative Officer

SUPERVISION EXERCISED: Incumbent serves as the direct supervisor of the Regulatory Administrative Specialist.

GENERAL DESCRIPTION OF DUTIES: The Administrator of Tribal Lending Regulatory Authority for FBIC functions as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. The position ensures management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct.

The Administrator of Tribal Lending Regulatory Authority for FBIC acts as staff to the General Manager by monitoring and reporting results of the compliance/ethics efforts of the company and in providing guidance for the Board and senior management team on matters relating to compliance. The Administrator of Tribal Lending Regulatory Authority for FBIC is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct.
2. Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees.
3. Collaborates with other departments (e.g. Risk Management, Internal Audit, Employee Services, etc.) to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the Corporate attorney as needed to resolve difficult legal compliance issues.
4. Responds to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develops and oversees a system for uniform handling of such violations.
5. Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.
6. Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities and to identify trends.

7. Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues and provides general guidance on how to avoid or deal with similar situations in the future.
8. Provides reports on a regular basis, and as directed or requested, to keep the Corporate Compliance Committee of the Board and senior management informed of the operation and progress of compliance efforts.
9. Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
10. Establishes and provides direction and management of the compliance Hotline.
11. Institutes and maintains an effective compliance communication program for the organization, including promoting (a) use of the Compliance Hotline; (b) heightened awareness of Standards of Conduct, and (c) understanding of new and existing compliance issues and related policies and procedures.
12. Works with the Human Resources Department and others as appropriate to develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers.
13. Monitors the performance of the Compliance Program and relates activities on a continuing basis, taking appropriate steps to improve its effectiveness.

EDUCATION:

- Juris Doctorate preferred. At minimum a Bachelors of Business Administration or relevant field.
- Extensive experience may be substituted towards the 2 year/4-year educational requirement.

EXPERIENCE: Must have at least two (2) years of experience in related field.

SPECIAL CONDITIONS:

1. Must comply with the Fort Belknap Community Council Substance Abuse Prevention and Drug and Alcohol testing policies.
2. Must possess a valid State of Montana Driver's License and be eligible for coverage under the FBIC Insurance Master Plan.
3. Must submit to a thorough background check, which includes criminal history and work history. Incumbent must never have been convicted of a felony offense within his/her lifetime and not convicted of a misdemeanor within one (1) year of application.
4. Must be willing to sign confidentiality and non-disclosure statements.
5. Travel may be required for Professional Development, conferences, trainings, and meetings as a FBIC representative.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

How to Apply

Submit application & resume postmarked by the closing date to:

Fort Belknap Indian Community Council
Human Resources Department
656 Agency Main Street
Harlem, MT 59526

Adopted: _____