



**MISSISSIPPI BAND OF CHOCTAW INDIANS  
OFFICE OF FINANCE & ACCOUNTING**

P.O. BOX 6090  
CHOCTAW, MS 39350  
PHONE (601)650-1522 / FAX (601)656-4839

**JOB ANNOUNCEMENT #576002**

Position Title: Cash Manager  
Supervisor: Chief Financial Officer  
Salary Range: Grade 15  
Employment Status: Full-time Exempt  
Opening Date: **FEBRUARY 16, 2022** FEB 16 2022  
Closing Date: **MARCH 02, 2022 OR UNTIL FILLED**

**General Description of Position:**

Cash Manager is responsible for the cash management of all Tribal funds. The incumbent will help implement internal controls over cash receipts and disbursement processes and records. Responsibilities include providing leadership and direction to ensure designated cash processing, reconciliations and reporting functions are completed in a timely manner while in compliance with applicable policies and regulations.

**Duties and Responsibilities:**

1. Assists in ensuring that cash collections in the finance office are accurate and reconciled daily.
2. Responsible for making daily deposits at the bank.
3. Assist in reviewing revenue collections for all programs and assisting programs in the implementation of internal controls over cash and cash collections, including credit card machines
4. Providing security over check signing equipment and key control of equipment & file rooms
5. Assists in monitoring and reporting to Grantor Agencies.
6. Ensuring the timely billing of amounts due under grants or the timely drawdowns of Federal funds.
7. Monitors cash transactions to ensure that bank account balances to reports and any unusual items are investigated.
8. Prepares daily cash report.
9. Forecasts, monitors, and tracks cash flow (weekly, monthly, quarterly etc.).
10. Prepares cash flow reports and identifies and evaluates variances.
11. Works with staff to accurately forecast timing and amount of future cash flows.
12. Responsible for preparing outgoing wire and ACH transactions.
13. Assists with project assignments and financial reporting.

14. Preparing depository wires, ACH, transfers and other needed banking transactions.
15. Maintenance of depository statements for audit requirements including investment and federal pledge reports.
16. Prepares fund transfer forms for needed transactions within the Finance Department.
17. Other duties as assigned by the Chief Financial Officer.

Physical Location: The Cash Manager shall maintain an office at the main Tribal Office Building, Pearl River community.

Qualifications:

The minimum qualifications for the position are:

1. Bachelor's degree in Finance or Accounting along with MBA/CPA required.
2. In-depth knowledge of financial statements and financial statement analysis, including an ability to analyze cash flow and the impact on the financial statements
3. Experience in the operation of computer systems including PC's and the IBM AS400.
4. Ability to get along well and professionally with a variety of people
5. Excellent written and oral communication skills.
6. Knowledge of Federal Indian programs
7. Personal vehicle, liability insurance, valid driver's license
8. Preferential treatment will be extended to qualified Indian applicants.
9. Personal financial credit check will be conducted and must be deemed acceptable by the Human Resources department. Financial credit check can be conducted every 5 years

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350