



Spokane Tribal Enterprises

HUMAN RESOURCES DEPARTMENT

P.O. BOX 98 Wellpinit, WA 99040

(509) 458-6578 / FAX (509) 458-6598

JOB ANNOUNCEMENT

Vacancy # OCEO-18-013
Title: Tribal Credit Manager
Supervisor: CEO
Location: Wellpinit, WA
Status: Full-Time Non-Exempt
Rate of Pay: DOE/DOQ
Opening Date: April 16, 2018
Closing Date: Open Until Filled

The Tribal Credit office is currently staffed with three positions, including the Tribal Credit Manager, Loan Technician, and an Office Clerk. The Credit Committee (consisting of three members) reviews the Loans and makes approval decisions. Meetings are held monthly. The committee has the authority to approve loans and collections. Tribal Credit is established to provide economic resources for Tribal members in need of housing, education, and financial opportunities.

Summary

The Tribal Credit Manager manages the Spokane Tribal Credit enterprise, is responsible for assisting customers on loan packaging, including advising applicants of the Tribal Credit procedures and regulations; assists applicants in determining their credit needs and completing their applications; obtains applicant information along with the purpose for which the loan funds will be used so that sound decision can be made by the Credit Committee; supervises Spokane Tribal Credit staff; responsible for collection activity on delinquent accounts, and maintains general ledger activity in coordination with Spokane Tribal Enterprise Finance Department.

Responsible for supervising activities involving data entered into the loan accounting software system, new account setup information, note setups and payment schedules for new loans; entering loan payments from payment receipts; entering advances to loans from check requisitions and other information pertinent to loans.

Responsible for supervising the recording of General Journal information into the General Ledger computer system and reconciling month end loan trial balances to the General Ledger.

Reviews monthly, quarterly, and year-end reports. Responsible for reviewing the aged delinquency report at the end of each month from computer generated printouts.

Work is performed with relative independence and latitude for independent judgment within the framework of existing tasks common to the Tribal Credit office.

Knowledge Required by the Position:

- Ability to establish and maintain effective working relationships with financial institutions, credit agencies, employees, supervisors, Tribal Credit loan applicants, as well as the general public.
- Knowledge in areas of internal controls, budgeting, general ledger preparation of financial statements and computer systems.
- Knowledge in areas of consumer and small business lending activities.
- Knowledge of collection procedures, interpreting and applying government laws and policies, procedures and regulations relating to lending and real estate laws.
- Able to follow directions, works well under stressful situations and has willingness to accept additional responsibilities.
- Performs other duties as assigned.
- Knowledge of Federal policies, regulations and laws.
- Responsible for abiding by the Privacy Act of 1974.
- Maintain an accurate filing system for Spokane Tribal Credit financial information.
- Assist all Staff to ensure accuracy and thoroughness of all departmental accounting records and reports.

Essential Minimum Qualifications:

- Candidate must be 18 years of age or older.
- Candidate must be able to successfully pass a background check and pre-employment drug screening.
- Candidate must be bondable.
- Bachelors Degree, with an emphasis in finance preferred, and at least three (3) years experience in finance, credit business, and/or financial institution with supervisory responsibilities. High school diploma and college level Finance/Business courses and six (6) years of finance experience may be accepted in lieu of degree.
- Valid WA State Driver's License, good driving record and the ability to be insured under the Tribe's insurance policy will be required.
- Previous experience in a busy office environment preferred.
- Competence with Excel spreadsheets and Word required
- Candidate must possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.
- Candidate must have strong interpersonal skills and ability to work independently.

- Ability to manage multiple projects and prioritize as well as a flexible, creative approach to problem solving.
- Must demonstrate exceptional customer service.
- Must be able to work well with customers, managers and fellow Enterprise employees.
- Must show up on time, be dependable, self-motivated and able to work without constant supervision in a fast-paced, challenging environment.
- Must demonstrate excellent work habits, have a good work and attendance history and be a team player with a positive attitude.
- Candidate must have excellent organizational and analytical skills.
- Will be required to sit for very long periods of time.
- Various hours of shiftwork required including occasional nights and weekends

Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at www.spokanetribe.com

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Spokane Tribal Enterprises Reserves the Right to Hire According to Its Indian Preference Policy

All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation

All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period