



TO'HAIJILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

VACANCY ANNOUNCEMENT

POSITION TITLE: SUPERVISORY BUSINESS MANAGER

TCSB-2023-022

Announcement No.

SALARY RANGE: BS or BA (with a concentration in Accounting) \$64,774 TO \$86,819 PER YEAR

Master's in Accounting \$80,033 to \$104,066 PER YEAR

SEPTEMBER 14, 2022

(Based on Education and Experience)

Opening Date

FLSA STATUS: Exempt

YEAR LONG CONTRACT

UNTIL FILLED

Closing Date

EQUAL OPPORTUNITY EMPLOYER

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

NAVAJO/INDIAN PREFERENCE POLICY

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license

Major Responsibilities:

Under the general supervision of the Chief School Administrator, this position is responsible for the general oversight of the school's administrative office which consist of human resources, finance functions, procurement functions, property/accountability functions, accounts payable functions, and other essential functions of the school.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's Degree in Accounting AND five (5) years of comparable experience is preferred
- A Master's Degree in Accounting AND three (3) years of comparable experience is preferred
- Prior Supervisory experience is preferred
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employment.



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- Must successfully pass the Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630
- A valid New Mexico Driver's License is required.
- Bilingual skills in English and the Navajo Language (Navajo Language is preferred and not required)

ESSENTIAL FUNCTIONS:

- Assists in the execution of approved budgets, apportionments and operating programs by maintaining a weekly obligation and expenditures ledgers for school departments by accounts and providing upon request, financial data and status reports.
- Maintains accurate and current program planning, budget and financial records.
- Provides periodic reports to school departments and local school board on key financial data as requested by management and the governing board
- Responsible for approval of documents as spelled out in the School's approved policies and procedures. This position will maintain an effective internal control environment through proper review, documentation and segregation of duties procedures established in the policies and procedures.
- Monitor and interpret new and existing applicable state and federal laws and regulations including tax laws; assist in compiling all required program and grant reporting requirements.
- Based on a study of prior year costs and taking into consideration proposed new educational programs, compiles information for the completion of budget estimates and recommends a tentative allocation of education operation funds for the development of the tentative allocation of education operation funds for the development of the school financial plan. Upon receipt of an actual allocation, revises tentative estimates by comparison with actual funds received to project allocations for the school's financial plan before it is finalized. Will inform management and the governing board of status of new funding through proper monthly reporting prescribed by the approved policies and procedures.
- Assist in interpretation of contract language and review contracts for proper approval; ensuring that payments are in accordance with contract language and review contracts for proper approval; ensuring that payments are in accordance with contract terms, established policies, procedures, laws, and regulations.
- Maintain auditable fiscal records and provide necessary documentation to auditors; review and interpret various computer-produced reports and submit necessary corrections, additions, or deletions
- Maintain procedures governing work routines; prepare and update manuals and handbooks; prepare documents for issuance of replacement procedures and policies; attend meetings and may assist in making presentations at workshops; maintain and update vendor name and address files.
- Supervise and maintain the human resources function adhering to all reporting requirements and laws pertaining to hiring and termination of the School's human resources. The position will work closely with the Principal to adequately maintain the human resources function adhering to all applicable state, tribal, and federal laws as well as established policies and procedures.
- Supervises and maintains the procurement, accounts receivable, accounts payable and property management functions.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

Able to acquire knowledge of:

- To'Hajiilee Community School Board of Education, Inc. Staff & Parent/Student Handbook
- Proper dress, speech, and demeanor when working with parents, staff, and/or students
- Able to acquire knowledge of and maintain financial procedures, maintenance of records, procurement regulations, property and supply procedures, and preparation of related knowledge of the mission and functions of school organizational components.



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- Acquire knowledge of the interrelation of procedural requirements and policy of regulation change, particularly in the area of personnel functions
- Keep abreast of on-going developments in the professional field through study professional conferences and workshops
- The ability to follow a variety of written and oral instructions
- Acquire knowledge of the procedures for preparation and processing of program plans and a variety of action request documents

Ability to:

- Establish a program that ensures a cooperative, supportive, and participatory environment for all students, staff, and parents
- Be able to meet and deal effectively with people of all job levels, both internally and externally
- Maintain confidentiality of records when applicable
- Provide a relationship that is pro-active and positive

EQUAL OPPORTUNITY EMPLOYER:

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PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned. Qualifications and Navajo/Indian preference eligibility will be determined on the basis of information submitted.

OTHER REQUIREMENTS/SPECIAL REFERENCE:



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- You must be a U.S. citizen to qualify for this position.
- The incumbent is required to drive a motor vehicle to conduct business at field locations.
- A valid State Driver's License is required.
- All applicants must submit an Individual Driver History Report upon hire.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

HOW TO APPLY: Submit the following documents:

1. Employment Application (Download from the website)
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Current Resume
4. Unofficial College Transcripts (An official transcript will be required, if selected)
5. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
6. Copy of valid Driver's License
7. Copy of Individual Motor Vehicle Driving Report

ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED.