



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	896-1400-009	Last Revised:	06/14/2013
Position Title:	Revenue & Taxation Manager	Department:	Treasury
Reports to:	Director of Finance & Management	Division:	Budget & Finance

Primary Function: Directs the work of the Revenue functions of the Office of the Treasurer including taxation, business licensing, leasing, billing, and collections. Develops and implements timeframes, deadlines, processes and internal policies and procedures to ensure that all billing on behalf of the Tribe and collection of revenues due to the tribe are complete and assessed accurately and timely, ensuring adequate records are kept and relevant reports are filed timely in accordance with applicable Tribal, State and Federal laws, rules and regulations. Ensures that all collected revenue is properly recorded and safeguarded.

- Job Duties and Responsibilities:**
- Directs the day-to-day work of the Revenue functions, including business licensing, tax and fee collection, billing and collections, managing accounts receivable, and cash receipts
 - Must be familiar with the Revenue functions, including the development and implementation of best practices and policies and procedures
 - Oversees the accurate and timely collection, deposit and posting of revenue due to the Tribe, including the development of daily deposit reports and internal controls for timely transactions
 - Prepares, analyzes and reports on receivables including directing the collection and reporting any issues to the Treasurer
 - Drafts and interprets laws, codes and regulations as they pertain to the Revenue functions of the Eastern Band of Cherokee Indians. Will work closely with Tribal and Non-Tribal entities in the development of regulations regarding business licensing, tax codes and collections, leasing codes and collections, and other relevant areas of Revenue management.
 - Maintains a close working relationship between the Bureau of Indian Affairs, Office of the Attorney General, Tribal Business Committee, Tribal Council, the Department of Commerce and other relevant organizations in order to ensure compliance and education in the development of codes, regulations and laws pertaining to the Revenue functions of the Eastern Band of Cherokee Indians
 - Must have a strong working knowledge and professional relationship with the Cherokee Tribal Courts and ensures that collections requiring court action are properly recorded, reported, and navigated through the Cherokee Tribal Courts
 - Maintains a close working relationship with the managers and deputy directors for which the Revenue Department provides billing and collections services, providing monthly reports and regular updates on status and any issues
 - Oversees the development and implementation of training programs for Tribal programs on the functions of the Revenue department
 - Ensures the maintenance of accurate and detailed information, logs, files and reports of all made in accordance with Tribal policy and procedure, State and Federal law, rules and regulations as directed by the Treasurer
 - Reviews reports from the Financial Accounting Software ensuring accuracy and completeness
 - Assists management by producing reports required for auditing purposes and daily management
 - Ensures Financial Accounting Software and other software and hardware are appropriate and

are appropriately utilized in order to maximize efficiency and effectiveness in operations.

- Ensures any errors, omissions or issues that may arise with Tribal Programs, employees, enrolled members or authorized vendors are handled appropriately and timely
- Provides the highest level of service to employees, enrolled members and authorized vendors when providing assistance, answering questions or resolving issues
- Performs duties as assigned by the Director of Finance & Management
- Maintains all files, records, reports and logs as required
- Performs all duties in accordance with Tribal policies and guidelines

**Education/
Experience:**

A Bachelor's Degree in Finance, Accounting, Business Administration or related field is required. Must have a minimum of three years experience in tax, finance, or accounting with at least two years of progressive supervisory experience. Six to nine months would be necessary to become proficient in most aspects of the position.

Job Knowledge:

Incumbent must have thorough knowledge of policies, procedures, guidelines, and best practices in Revenue functions, especially as applicable and required by the Eastern Band of Cherokee Indians. A working knowledge of revenue processes, terminology and related state and federal law is required. Knowledge of external regulations and reporting requirements is required. Incumbent must be able to operate specific financial software, a computer, calculator, and related office equipment. Incumbent must be able to read, perform research, and interpret reports and financial data related to revenue, taxes, and other specific revenue-related functions. Incumbent must possess strong organizational skills with the ability to prepare and maintain detailed files, records, logs, and reports. Must be able to communicate effectively, both orally and in writing. Must be able to work individually and as part of a team. Must possess a valid North Carolina Driver's license.

**Complexity of
Duties:**

Incumbent must have a demonstrated ability to plan, prioritize, and perform the day-to-day responsibilities of the duties assigned, and to direct the work of others in the accurate and timely completion of their responsibilities. Incumbent shall maintain professional conduct and demeanor at all times when interacting with employees, enrolled members, and authorized vendors. The ability to effectively communicate and report on progress and financial analysis is critical to this position. Incumbent must demonstrate the ability to take ownership of responsibilities, work on a variety of tasks simultaneously, and consistently meet deadlines. Incumbent must demonstrate proficiency in learning and utilizing to the fullest potential all software, controls, policies, or guidelines related to the revenue functions.

**Contact with
Others:**

This position requires effective and professional communication with employees and management at all levels, as well as with enrolled members and authorized vendors at all times.

Confidential Data:

This position will have access to confidential data and information, including financial information of the Eastern Band of Cherokee Indians and personal information of employees, enrolled members and authorized vendors. All information must be kept in the strictest of confidence. The unauthorized release of internal data would not permit the Revenue & Taxation Manager to perform their duties effectively.

**Mental/Visual/
Physical Effort:**

Close concentration and attention to detail are required in this position for sustained periods of time. This position will be subject to frequent interruptions requiring varying degrees of response. This position must be able to perform all functions accurately and timely to meet both internal and external deadlines. Duties will routinely require standing, walking, lifting, sitting, kneeling, reaching, speaking, seeing, and hearing. Must be able to lift light packages up to 10 pounds.

- Environment:** The work of the Revenue & Taxation Manager is performed within a normal business office environment.
- Supervision Received:** The Revenue & Taxation Manager is under the general direction of the Director of Finance & Management. This position is dedicated to ensuring accurate and timely billing and revenue collection on behalf of the Eastern Band of Cherokee Indians. Works independently, referring to the Treasurer for questionable variations. Must exercise sound judgment in the completion of day-to-day work and the overall functional ability of the Office of the Treasurer.
- Responsibility for Accuracy:** This position deals with exact and precise figures/data. Most errors should be detected within the accounting systems and review procedures. Undetected errors could range from minor to significant in impact. Errors could cause internal and external delays having unintended consequences for employees, enrolled members and authorized vendors, therefore accuracy is an essential function of the Revenue section.



Eastern Band of Cherokee Indians

Proposed Budget - Fiscal Year 2017

Program

896

Budget Name Finance - Administration

Acct #	5890.10.896.6110.00000.	52.00 FTE	0.00 FT TEMP	0.00 PT PERM	0.00 PT TEMP	0.00 BRD/EO		
Position#	Position Description	Level	Hourly Rate	Factor	Revised FY16	Proposed FY17		
896-1400-009	REVENUE & TAXATION MANAGER	13	30.43	2,080	63,782	63,294		
896-1400-010	DISBURSEMENTS MANAGER	12	27.81	2,080	58,281	57,845		
896-1400-011	PURCHASING MANAGER	13	31.20	2,080	65,396	64,896		
896-1400-012	ACCOUNTING MANAGER	13	31.13	2,080	65,254	64,750		
896-1400-015	GRANTS/CONTRACTS MANAGER	12	27.16	2,080	52,091	56,493		
896-1400-016	TREASURY MANAGER	13	27.30	2,080	57,213	56,784		
896-1400-017	RISK MANAGER	13	32.36	2,080	67,833	67,309		
896-1400-018	PLANNING & ANALYSIS MANAGER	13	35.40	2,080	73,631	73,632		
896-1400-019	FINANCIAL ASSETS MANAGER	13	32.33	2,080		67,246		
896-1400-020	FINANCE REPORTING AND AUDIT MANAGER	13	32.33	2,080	82,085	67,246		
896-3750-002	GRANTS/CONTRACT ANALYST	9	21.40	2,080	44,852	44,512		
896-3750-003	GRANTS/CONTRACT ANALYST	9	21.83	2,080	45,740	45,406		
896-3750-004	GRANTS/CONTRACT ANALYST	9	22.52	2,080		46,842		
896-3750-005	ACCOUNTING COORDINATOR III	12	28.82	2,080	59,950	59,946		
896-3750-006	ACCOUNTING COORDINATOR II	10	23.08	2,080	48,004	48,006		
896-3750-007	ACCOUNTING COORDINATOR II	10	22.83	2,080	48,543	47,486		
896-3750-008	ACCOUNTING COORDINATOR II	10	24.51	2,080	50,990	50,981		
896-3750-009	ACCOUNTING COORDINATOR II	10	24.69	2,080	47,696	51,355		