



## Eastern Band of Cherokee Indians

### Job Description

|                            |                            |                      |                  |
|----------------------------|----------------------------|----------------------|------------------|
| <b>Position ID Number:</b> | 896-4200-037               | <b>Last Revised:</b> | 06/14/2013       |
| <b>Position Title:</b>     | Business & Tax Specialist  | <b>Department:</b>   | Treasury         |
| <b>Reports to:</b>         | Revenue & Taxation Manager | <b>Division:</b>     | Budget & Finance |

**Primary Function:** Performs a variety of administrative and technical functions to ensure collection of tax, lease and other business revenue for the Eastern Band of Cherokee Indians. Ensure the accurate and timely collection, processing and posting of revenue and returns. Works in accordance with established policies and processes and the Accounting Management Standards of the Eastern Band of Cherokee Indians.

#### Job Duties and Responsibilities:

- Responsible for the accurate and timely collection, posting and deposit of revenue due to the Tribe from tax, lease, and other business activities
- Prepares reports and supporting documentation on a monthly basis reporting any variances, businesses failing to file returns, businesses having outstanding debt from tax, lease, or other business activities to the Revenue & Taxation Manager to ensure timely and accurate resolution
- Responsible for Data Entry into a comprehensive database utilized for tracking tax, lease, and other business activity revenue that will be reconciled monthly with reports from the Financial Accounting Software. Database shall also include all businesses authorized to conduct business within the territorial boundaries of the Eastern Band of Cherokee Indians.
- Must be constantly aware of legislation, regulations, state and federal taxation law in order to maintain compliance. Makes recommendations for changes to the Tribal Taxation Code.
- Performs regular reviews of reported tax, lease, and other business related activities to ensure accuracy and timeliness. Any variances are reported to the Revenue & Taxation Manager to ensure accurate and timely resolution.
- Reviews calculations, assesses penalties, interest and fines on past due accounts sending standard notification to the account holder and ensuring timely and accurate resolution
- Ensures work area is neat and orderly, especially those areas utilized by the public
- Maintains accurate and detailed information, logs, files and reports of all transactions made in accordance with Tribal policy and procedure, State and Federal law, rules and regulations as directed by the Revenue & Taxation Manager
- Reviews reports from the Financial Accounting Software ensuring accuracy and completeness
- 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 levels of service to employees, enrolled members and authorized vendors in providing assistance and answering related questions or resolving issues. Provides resources to the general public regarding Tribal tax, lease and other business related activities as they pertain to the Eastern Band of Cherokee Indians
- Performs duties as assigned by the Revenue & Taxation Manager
- Maintains all files, records, reports and logs as required
- Performs all duties in accordance with Tribal policies and guidelines

#### Education/ Experience:

An Associate's Degree in Accounting, Business, Administration or similar field is required. Must have one (1) year of experience in collections or cash receipting in a high volume environment. Experience with application of taxes or Tribal Code is preferred. Six to nine

months would be necessary to become proficient in most aspects of the position.

**Job Knowledge:** Incumbent must have a thorough knowledge of policies, procedures, guidelines and best practices in Revenue functions, especially as applicable and required by the Eastern Band of Cherokee Indians. 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. 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 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 any and 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, and especially with enrolled members, business owners, other citizens 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 Business & Tax Specialist 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 require frequent 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 Business & Tax Specialist is in a high volume business environment subject to frequent interruptions and frequent interactions with staff and visitors.

**Supervision Received:** The Business & Tax Specialist is under the general direction of the Revenue & Taxation Manager. Works closely with revenue and billing staff, referring to the Revenue & Taxation Manager 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.