



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	225-4200-002	Last Revised:	06/14/2013
Position Title:	Office Administrator	Department:	Cherokee Choices / Nurse Family Partnership Program
Reports to:	Program Director, Cherokee Choices Nurse Family Partnership	Division:	Public Health & Human Services

Primary Function: To assist the Program Director in fiscal management of grant funds and the efficient operation of the office environment. Performs various administrative and fiscal duties in support of the Cherokee Choices daily operations, programs, reporting, and special events. Maintains specified records, files, and logs to ensure accurate reporting of program activities.

Job Duties and Responsibilities: Performs duties in support of the processing and verification necessary to ensure accurate reporting of program finances by the following procedures:

- Prepares and enters detailed entries to ledgers / CUFF account.
- Reviews all printouts and supporting documentation to detect and correct discrepancies.
- Prepares and enters journal entries to correct errors and adjust other necessary data and records as required.
- Communicates on a regular basis with Program Manager regarding fiscal compliance with Centers for Disease Control and Prevention's Program and Grants Office.
- Provides information for semi-annual and annual financial reports to Program Manager.
- Provides information for grant reports following established policies and procedures of individual grantors.
- Develops and maintains tracking system for all program expenditures and revenue.
- Assists in preparation of grant applications.
- Completes all paperwork necessary for the prompt payment of any bills received, following grant duration of spending.
- Develops and implements consistent office procedures for staff to follow regarding filing, mail delivery, message delivery, information retrieval, ordering of supplies, ordering of equipment, inventory, use of Tribes' credit card for travel reservations, sending and receiving faxes, logging of long distance calls, use of copy machine, cellular telephone use and maintenance, and all other standard office duties.
- Responsible for copying and turning in staff's timesheets and leave sheets on time each new pay period. Responsible for distributing all accounts receivable and pay checks in a timely manner.
- Responsible for all supply orders, pick-up and distribution.
- Responsible for assisting all staff with ordering materials, equipment, and office furniture consistent with EBCI procurement and TERO policy.
- Responsible for completion of inventory process of all items consistent with the EBCI's procurement policy.
- Responsible for training or notifying staff of any changes to the policies or procedures.
- Responsible for becoming familiar with all Financial, travel, and administrative procedures of the EBCI, CDC, and all other grant agencies in order to comply with all regulations.
- Receives and screens incoming correspondence, reports, etc.; handles those which can be answered from files and records.

- Assists in planning for travel of program staff; maintaining contact during absence.
- Assists with travel vouchers and reports as required by established guidelines.
- Assists with travel voucher reconciliation upon staff return and files reports as required by established guidelines.
- Produces correspondence for Program Director from brief verbal instructions regarding his/her desires on contents and previous commitments.
- Prepares routine correspondence on own initiative and presents in final format to Program Director for signature.
- Maintains all additional files, records, reports, and logs as required.
- Maintains correspondence through email.
- Schedules meeting space for conferences.
- Assists staff in preparation of special presentations for community, outside organizations, state, federal, and tribal agencies.
- Performs job duties according to established safety guidelines and tribal policies.

**Education
/Experience:**

A Bachelors Degree in Business Administration is required. Minimum of 3 years in business administration is required. Business/secretarial and computer classes are required to provide skills essential to perform job duties. Successful completion of accounting classes is required. Position will require three to six months to become proficient in most phases of the job.

Job Knowledge:

Must have knowledge of the policies, procedures, and operational guidelines of the EBCI. Must have a thorough knowledge of bookkeeping and accounting principles and the Tribe's financial policies, procedures, and guidelines as set forth in the Tribal accounting Procedures Manual. Knowledge of contract terminology related to financial transactions is required. Must have knowledge of Tribal personnel policies. Must be able to operate a computer, typewriter, calculator, telephone, copy machine, facsimile, postage machine, and other office equipment as required. Must have the ability to write correspondence, compile data, analyze data and make concise, accurate reports and recommendations. Requires the ability to organize work, deal effectively with the public, communicate effectively both verbally and in writing, follow instructions and work as a member of a group or independently. Knowledge of Cherokee culture and tribal operations is required. Must possess a valid North Carolina driver's license. Proficiency in Microsoft Excel and Word is required.

**Contact with
Others:**

Has frequent contact within the division with program directors and personnel, general public, and Tribal Council. The nature of the work requires a high degree of tact, courtesy, and business etiquette to maintain positive working relationships.

Confidential Data:

Must adhere to all tribal confidentiality policies and procedures: Will have access to personnel records of program staff as well as medical information about community members. Damage to program reputation and legal liability could result if confidentiality procedures are not followed.

**Mental /Visual
/Physical Effort:**

Close concentration and attention to detail are required while performing most duties of the job. Is subject to frequent interruptions, both by phone and in person, which require varied responses with each contact. Creative thinking is required to solve problems. The duties of his job routinely require standing, walking, sitting, kneeling, crouching, reaching, seeing, speaking, and hearing. May occasionally move more than 10 pounds.

Environment:

Works in normal business office environment with occasional visits to program sites while performing job duties.

**Extent of
Supervision:**

Responsible for the efficient operation of assigned area.

**Responsibility for
Accuracy:**

Data entry and bookkeeping procedures require a high degree of accuracy. Work affects the accuracy and reliability of further processes, time schedules, staff time, and public relations. Errors may impact ability to solicit additional funding. Most errors can be detected with proofing procedures.

**Resourcefulness &
Initiative:**

Must have high degree of self-motivation and the ability to problem solve with minimal supervision.