



**MISSISSIPPI BAND OF CHOCTAW INDIANS**

**OFFICE OF FINANCE & ACCOUNTING**

P. O. BOX 6090  
CHOCTAW, MS 39350

PHONE: (601) 663-7509 / FAX: (601) 650-1633

**JOB ANNOUNCEMENT #532003**

Position Title: Accounts Receivable Supervisor  
Supervisor: Financial Controller  
Salary Range: Grade 15  
Opening Date: **JUNE 28, 2018** JUN 28 2018  
Closing Date: **JULY 12, 2018 OR UNTIL FILLED**  
Employment Type: Full-Time Exempt  
Location: Office of Finance and Accounting

**Scope of Service:**

The Accounts Receivable Supervisor is responsible for maintaining accurate accounting records for tribal programs and operations. They will be responsible for preparing and submitting daily receipts and deposit reports. They will ensure that all receipts are recorded in accordance with the established Financial Policies of the Tribe. The Accounts Receivable Supervisor will also help ensure all expenditures of tribal programs and operations are in accordance with all applicable federal laws as stated in the Revised Financial Policies of the Tribe.

**Duties and Responsibilities:**

The duties and responsibilities of the Accounts Receivable Supervisor include:

1. Ensures all daily processes of the cashiers are adhered to.
2. Ensures cash policies and procedures are adhered to.
3. Ensures that all receivables for travel advance transactions, credit card charges, fuel card charges, and other prepaid expenses are reconciled and accurately accounted for in a timely manner.

4. Manage special revenue drawdowns and ensures and monitors that grant revenue is requested from the funding agency and properly recorded in the accounting system in a timely manner.
5. Supervises and provides training for the cashiers and the Accounts Receivable Technicians.
6. Other duties as assigned by the Financial Controller.

Physical Location: The Accounts Receivable Supervisor shall maintain an office at the main Tribal Office Building, Pearl River community.

**Qualifications:**

The minimum qualifications for the Accounts Receivable Supervisor position are:

1. An undergraduate degree in Accounting or equivalent, with a minimum of 30 semester hours of accounting courses.
2. Experience in the operation of an accounting system.
3. Experience in the use of personal computers with a working knowledge of Word and Excel.
4. Ability to get along well and professionally with a variety of people.
5. Ability to travel at times on job-related responsibilities and training.
6. Excellent written and oral communication skills.
7. Knowledge of Federal Indian programs preferred.
8. Personal vehicle, liability insurance, valid driver's license.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350