



**MISSISSIPPI BAND OF CHOCTAW INDIANS
OFFICE OF FINANCE & ACCOUNTING**

P.O. BOX 6090

CHOCTAW, MS 39350

PHONE (601)650-1522 / FAX (601)656-4839

JOB ANNOUNCEMENT #160002

POSITION TITLE: Tax and ERISA Compliance Officer
SUPERVISOR: Chief Financial Officer
SALARY RANGE: Grade 18
TYPE OF EMPLOYMENT: Regular, Full-time, Exempt
JOB LOCATION: Office of Finance and Accounting
OPENING DATE: FEBRUARY 21, 2023 **FEB 21 2023**
CLOSING DATE: MARCH 07, 2023 OR UNTIL FILLED

SCOPE OF SERVICE:

The Tax and Benefits Compliance Officer is responsible for compliance with applicable Internal Revenue Service (IRS) laws and regulations as they relate to the Mississippi Band of Choctaw Indians and its enterprises. The Tax and Benefits Compliance Officer is also responsible for complying with Employee Retirement Income Security Act (ERISA) and Department of Labor (DOL) regulations as they relate to the administration of the MBCI 401(k) Plans and tribal official and employee deferred compensation plans.

DUTIES AND RESPONSIBILITIES:

1. Prepares and submit all payroll tax deposits and related returns on a timely basis. This may include manual and/or electronic filing.
2. Prepares and submit all required information reports, including, but not limited to, Form W-2 and Form 1099. This may include manual and/or electronic filing.
3. Assists Office of Finance and Accounting personnel with tax levies received from the IRS.
4. Responds to IRS notices received by the Tribe. These may include, but are not limited to, payroll tax and information reporting notices.
5. Prepares and submit quarterly unemployment reports.
6. Ensures 401(k) plan amendments are approved in a timely manner.

7. Coordinates the quarterly 401(k) Investment Committee meetings.
8. Compiles annual census data from tribal enterprises and tribally chartered corporations for controlled group compliance testing.
9. Completes paperwork and working with investment companies to open new deferred compensation accounts.

WORK ENVIRONMENT

The Tax & ERISA Compliance Officer shall maintain an office at the Tribal Office Building located in Pearl River Community.

QUALIFICATIONS

1. A Master's Degree in Accounting or having obtained the necessary college hours to sit for the Uniform Certified Public Accountant examination, and three years' experience in public accounting or three years' experience in general ledger, accounts payable, accounts receivable, and financial statement preparation for a commercial or governmental entity. A registered CPA or CMA will receive preferential treatment, individuals with other financial degrees with a minimum of five years financial statement analysis and/or business valuation experience may be considered.
2. Experience in the operation of a PC with a working knowledge of Microsoft Office.
3. Ability to get along well and professionally with a variety of people.
4. Excellent written and oral communication skills.
5. Knowledge of Federal Indian programs preferred.
6. Ability to fully comply with Tribal Drug and Alcohol Testing policies and MBCI comprehensive background clearance requirements.
7. 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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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