

Ponca Tribe of Nebraska

Intern, Finance Job Description

Approved 09/17/2016



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| Position: | Intern, Finance |
| Division: | Finance |
| Department: | Finance |
| Reports To: | Finance Director |
| Location: | Open |
| Exempt/Non-Exempt: | Non-Exempt |
| Salary: | Grade 3 (\$10.58 - \$16.75) |
| Classification: | Part-time (1 year period – May be renewed) |

Summary:

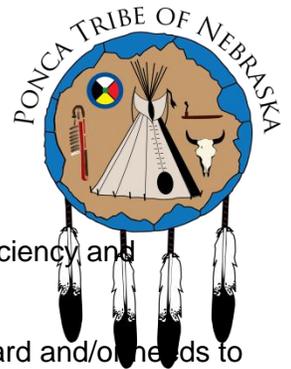
Internship for Ponca member who is seeking experience to coincide with their area of interest while enrolled in a post-secondary education program. Assist with a variety of financial and administrative duties as directed by the Finance Director.

Essential Responsibilities and Duties:

1. Under direction prepares financial analyses of Tribal operations, including interim and final financial statements with supporting schedules for the Executive Director of Tribal Affairs and the Tribal Council.
2. Assists with forecasting short-range and long-range cash requirements and obligations as a basis for maintaining adequate funds.
3. Provide Program Directors with information required to monitor operations and budget plans in a timely manner.
4. Assist the Program Directors with their budget preparation and modifications and monitors approved budgets to ensure that expenditures do not exceed allotted budgets and are compliant with grant expense guidelines.
5. Monitor monthly reports, recommends and advises Program Directors of budget variances.
6. Communicate with Grant Compliance Coordinator regarding all financial compliance issues.
7. Under direction develops internal financial reports as requested by the Executive Director of Tribal Affairs and/or Tribal Council.
8. Assists with the preparation and auditing of financial statements by coordinating with auditors and overseeing the preparation of required schedules and reports for financial statements.
9. Assists with the preparation and review of budgets and indirect cost proposal, conduct periodic review and monitoring of such items, and ensure departments adhere to established budgetary guidelines and procedures.

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10. Perform special projects as deemed necessary for the continued improvement in efficiency and effectiveness of the department.
11. Under direction develops and submits monthly reports to the EDTA on progress toward and/or needs to complete tasks and address priorities.
12. Maintain strict confidentiality and honor the Privacy Act HIPAA.
13. Attend staff and other meetings as required.
14. Travel as needed to fulfill objectives of project.
15. Other duties as assigned.

Relationships and Authority:

This position has no supervisory duties.

Working Environment and Physical Demands:

This position is located in professional office environment.

Qualifications:

Minimum:

1. Enrolled in post-secondary program and maintain passing grades in all class-work.
2. Ability to handle stress, meet deadlines and work independently and as part of a team.
3. Ability to work on and organize multiple projects.
4. Possess or develop computer proficiency in Microsoft Word, Excel, and PowerPoint programs.
5. Make effort to develop written and oral communication skills.
6. Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
7. Able and willing to travel.

Preferred:

1. Must have valid driver's license and be insurable.

Tribal Council Approval: 06/04/2012 Rev. 09/12/12 Rev. 06/20/2015 Rev. 08/07/2015 Rev. 9/17/16