



Position Title: Treasurer of the Iowa Tribe of Kansas and Nebraska Executive Committee
Scheduled: Shall meet regularly as scheduled, with special sessions determined on an as-needed basis
Reports To: Executive Committee/General Council
Location: Iowa Tribe of Kansas and Nebraska, White Cloud KS.
Position Type: Elected Official Exempt

Qualifications:

- Must be Elected by General Council

Job Overview

This position is under the supervision of the Iowa Tribe of Kansas and Nebraska (ITKN) General Tribal Council and shall be responsible for the duties of this office contained in the Constitution and By-Laws of ITKN. As a member of the ITKN the Treasurer's actions are subject to review by the ITKN General Tribal Council.

The Treasurer serves as a voting member of the Tribal Council, representing the interests and concerns of all tribal citizens. This position plays a key role in decision-making, policy development, and upholding the sovereignty, culture, and well-being of the Iowa Tribe of Kansas and Nebraska (ITKN). The Treasurer works collaboratively with other council members, tribal leadership, and community members to ensure effective governance and representation.

- Knowledge of existing and pending tribal government matters, including Constitution and By-Laws, tribal codes, tribal ordinances, tribal policies and procedures resolutions and other tribal documents of the Iowa Tribe of Kansas and Nebraska.
- Possess knowledge and skills needed to develop and maintain an accurate accounting system for the Iowa Tribe of Kansas and Nebraska.
- Strong supervisory skills.
- Effective communication skills, both oral and written.

Key Responsibilities:

1. Attend and participate in Executive Committee meetings, special sessions, and community forums.
2. Required to participate in Regular, Special and General Tribal Council meetings.

3. Consults with the grant staff and other administrative staff for the purpose of financial review of program operations, as well as tribal operations, to maintain and support administrative stability and financial integrity.
4. Works cooperative with the Tribal Administrative staff to assure efficient and proper fiscal management practices, including receipting and accountability for funds received by the ITKN.
5. Maintains fiduciary responsibility for funds received by the ITKN.
6. Required to participate in all Regular, Special and General Tribal Council meetings.
7. Reviews requests for revision and modifications of approved Tribal program operating budgets, together with controller and administrative staff, Tribal Auditors and Accounting Firms and exercises approval and sign-off authority for submission to appropriate funding agencies.
8. The Treasurer signs all checks for whatever purposes together with proper documentation with authorized cosigner and also other financial documents when required to do so.
9. Furnishes semi-annual reports to the ITKN General Tribal Council or upon request, on the management of the financial affairs of the Tribe in a detailed and accurate manner. Including, but not limited to status of all program operating funds.
10. All Financial reports to ITKN General Tribal Council shall be presented in a clear and concise manner that identifies the Tribe's Income and expenses; program by program; enterprise by enterprise.
11. Lobbies and gives testimony on a local and national level.
12. Submits written reports on all meetings attended both on the local level and on a national level and shall be published to the General Tribal Council of ITKN.
13. The Treasurer must be responsive to the tribal members and the reservation community and their needs and put their interests above any personal interest.
14. Performs Liaison duties in addition to other duties as assigned by the ITKN General Tribal Council.
15. Work collaboratively with other Executive Committee members to oversee tribal programs, services, and economic development initiatives.
16. May serve as the ex-official member of all tribal committees.
17. Work collaboratively with other Executive Committee members to oversee tribal programs, services, and economic development initiatives.
18. Performs Liaison duties in addition to other duties as assigned by the ITKN General Tribal Council.
19. No salary or wages are paid; the elected official receives a stipend only