



ALABAMA-COUSHATTA TRIBE OF TEXAS
HUMAN RESOURCE DEPARTMENT

Karen (936) 563-1117

Amber (936) 563-1118

Elaina (936) 563-1125

JOB ORDER REQUEST FORM

Department: CDFI (Community Development Financial Institution) Program

Job Title: CDFI Assistant Project Manager/Financial Officer

☒ FULL-TIME

☐ PART-TIME

☐ TEMPORARY

☐ EMERGENCY HIRE

Funding Source: _____

☐ Salary/Exempt

☒ Hourly/Non-Exempt

Minimum Pay: \$21.00/hour

Maximum Pay: \$26.00/hour

Order Time: (Grayed out area – HR USE)

Initial Posting:

☐ Posted for 21 Business Days: From: _____ to: _____

After the Initial 21 days of posting:

☒ Position open until filled/Posted Date of: 10/11/2023

ATTACH JOB DESCRIPTION WITH FORM

REQUESTING DEPARTMENT HEAD/SUPERVISOR:

DATE:

Cecilia Flores

10/11/2023

SIGNATURE:

TITLE:

CDFI Project Director

Human Resource Use Only

Date Received: 10/11/2023

☐ Posted: _____

HR Employee Signature: Albera Beron

☐ Emailed: _____

NAME OF EMPLOYER:		COUNTY:	
Alabama-Coushatta Tribe of Texas		Polk	
ADDRESS:	CITY:	State:	ZIP CODE:
571 State Park Road 56	Livingston	Texas	77351
PERSON TO CONTACT:	TITLE:	TELEPHONE:	
Karen Williams	Human Resource Director	(936) 563-1100	
JOB TITLE:			
CDFI ASSISTANT PROJECT MANAGER/FINANCIAL OFFICER			
ORDER TIME:		Date Posted: 10/11/2023	
POSITION OPEN UNTIL FILLED			
ESTIMATED DURATION OF JOB:		BRIEF JOB DESCRIPTION (Special features, etc.)	
<input type="checkbox"/> Short term (1-3 days) <input type="checkbox"/> Mid term (4-150 days) <input checked="" type="checkbox"/> Long term (150 + days)		See attached job description *This is a full-time position*	
PAY UNIT:			
<input type="checkbox"/> HOUR <input type="checkbox"/> DAY <input type="checkbox"/> WEEK <input checked="" type="checkbox"/> BI-WEEK <input type="checkbox"/> HALF-MONTH <input type="checkbox"/> YEAR			
MINIMUM PAY:		MAXIMUM PAY:	
\$21.00/hour		\$26.00/hour	
PAY PERIOD:			
<input type="checkbox"/> OTHER <input type="checkbox"/> DAY <input type="checkbox"/> WEEK <input checked="" type="checkbox"/> BI-WEEK <input type="checkbox"/> HALF-MONTH <input type="checkbox"/> YEAR			
WORK PERIOD:			
<input checked="" type="checkbox"/> 8:00 to 5:00 <input type="checkbox"/> SHIFT <input type="checkbox"/> NUMBER DAYS <input type="checkbox"/> OTHER			
REQUIREMENTS:		OTHER COMMENTS:	
Criminal Background check Must be able to pass drug test Must have a valid Texas Driver's License		Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Alabama-Coushatta Tribe is an Equal Opportunity Employer.	
BENEFITS:			
Insurance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Bonus: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Sick Leave: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Pension: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Vacation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Other: <u>FICA, Worker's Comp</u>	
COMMENTS:			
This position is Open to the General Public. Please request application by email at Thompson1.Amber@actribe.org or by calling (936)563-1118 or pick up an application at the Front Desk of the Cultural Center.			



Job Title: CDFI Assistant Project Manager/Financial Officer	Department: CDFI Program
Reports To: CDFI Project Director	Employment Status: Full Time
Classification: Non-Exempt	Salary Range: \$21.00 - \$26.00/hour
Supervisory Status: None	Revision Date: 08/23/2023

Summary:

The Assistant Project Manager/Financial Officer is responsible to assist the Project Director with programmatic activities to develop a Native Community Development Financial Institution (Program) in year one and year two program years. In year three the Assistant Project Manager will transition into Financial Officer with responsibilities in the financial activities of the Program. The Financial Officer will develop financial strategies and plans for the establishment of a Native Community Development Financial Institution. Develop long-term financial objectives, produce financial reports, develop policies and analyze investment or loan opportunities.

Duties and Responsibilities:

- Prepare financial statements, business activity reports and financial forecast & analysis.
- Ensure that the Program financial records and recordkeeping methods are in compliance with applicable standards and regulations.
- Coordinate with employees and contractors for financial reporting and budgeting
- Periodically review the Program's financial reports and identify opportunities for fiscal responsibility.
- Analyze data and advise Program Director and Advisory Board of Directors on financial matters.
- Analyze market trends and identify opportunities for growth/expansion.
- Oversees Program financial matters.
- Monitor and advise on Program expenditures.
- Coordinates and communicates frequently with Program Director, Tribal Administration, Tribal Finance Director, and Tribal Grants Compliance.

- Assist in promoting through advocacy and participation in making presentations to local community, clients, stakeholders, and Tribal Leadership.
- Oversees the development of financial monitoring and evaluation plan for the successive phases of the establishment of a Native Community Development Financial Institute to capture Program performance and results.

Qualifications:

- Proficient communication and organizational skills required
- Experience in analytical skills in the development of technical financial business plans preferred

Education and Experience:

- Bachelor's Degree in finance, accounting, economics, business administration or related field is preferred
- Experience or college course work in finance or accounting is required
- Preference will be given to candidates with finance, accounting and project management experience

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.