

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Office Manager

**Work Site:** Elderly Nutrition Program (Ulysses U.K. Abraham center)

**Reports to:** Program Director

### **Purpose of Position:**

To assist the program Director in the operation of an effective and efficient program for our elders by performing secretarial, accounting duties as well as maintaining, storing accurate records and other collected data of all program services. The manager uses the collected data for monthly and annual reporting to the Tribal Secretary, Elder Advisory Board, state of South Dakota and the funding agency; the Department of Health and Human Services.

### **Responsibilities:**

1. Order needed supplies for the program; enter into Workplace or typing supply requests for payment of monthly bills for program manager's approval and signature.
2. Responsible for inputting and preparing budgets for Managers approval. Meet with Budgeting and Bookkeeper on regular basis to make sure accounts are correct. The office manager is the programs Bookkeeper/Accounts Payable.
3. On a monthly basis or as needed deposit daily meal donations into the Cash Collection Office or when Manger directs to do so.
4. Responsible to help collect and record all data needed for reports to be submitted to the State of South Dakota, Title VI, Part A and C and the Community Service Block Grant program when asked by Director.
5. May need to assist in delivering meal if the need arises.
6. Other duties assigned by the manager of the SWO Elderly Nutrition program.

### **Program Administration:**

1. Under the overall supervision of the Director of the Elderly Nutrition Program.
2. The office manager will be in charge of the daily operation in the absence of the Program Director.
3. The Personnel Policies and Procedures of the Sisseton Wahpeton Oyate are the administrative guidelines used by the Program Manager for all employee actions.
4. Adheres to the policies and procedures of the Elderly Nutrition program; **however, the Sisseton Wahpeton Oyate Policies and Procedures supersede those of the program.**

**Working Conditions:**

1. The workplace is the Elderly Nutrition center (Ulysses U.K. Abraham) located in Agency Village.
2. The center is kept in a clean and sanitary condition.

**Qualifications:**

1. Prefer an Associate of Arts Degree in business administration; **however**, a high school diploma or GED with 3 years of experience will be considered.
2. Familiar with budgeting and accounts payable. Knowledge in working with Excel and Word programs.
3. Familiar with Indian elders and ability to relate to all elders, staff and others in the community in a respectful, courteous manner.
4. Familiar with issues of compliance in reporting of state requirements and the fiduciary responsibilities of the position.

Revised 02/28/2022

Approved



Date

