

Position: RAP Administrator
Department: Administration
Supervisor: Chief Financial Officer
Supervises: RAP Specialist
FLSA Status: Non-Exempt

Position Summary:

Positions in this job family are assigned responsibilities for coordinating, providing direction and guidance for program services and operations, and coordinating program functions and activities within the Revenue Allocation Plan. Provides a variety of services and assistance to eligible clients, or overall responsibility for activities involving the principle operations of the Nation's Revenue Allocation Plan. Coordinates and manages the activities of all programs approved under funding by the Nation's Revenue Allocation Plan.

Duties and Responsibilities:

- Oversees Tribal programs approved under the Governing Council's Gaming Revenue Allocation Plan (RAP).
- Acts as main point of contact for Tribal Members receiving disbursements;
- Develops for presentation and approval of the Business Committee, policies and procedures for the management and administration of Tribal programs under RAP.
- Administers programs in accordance with established directives.
- Review and process moderately complex documents for payments, assign revenues and expenditures to appropriate accounts or functions, post appropriate records, preparing routine reports and financial statements, checking accounts for appropriateness and accuracy of entries, and performing routine reconciliation's of accounting data and information.
- Interprets and explains rules and regulations governing eligibility, methods of payments and legal rights of tribal members in relation to programs.
- Records and evaluates personal and financial data obtained from applicants to determine initial or continuing eligibility.
- Oversees application processes of programs and submits reports as required.
- Assists clients in procedures to grant, modify, deny or terminate eligibility for various services programs.
- Maintains centralized files for all RAP expenditures.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge for maintaining all accounting records of a small fiscal unit or performing independent advanced specialized accounting tasks.
- Communications skills and office practices, typing, and typing format, preparation of written correspondence, i.e., reports, field reports, letters and memorandums.
- Knowledge of Privacy Act.
- General knowledge of programs available to tribal members.
- Thorough skill in dealing effectively with people; in evaluating and choosing appropriate course of action; and in communicating effectively both orally and in writing.

Education and Experience:

- High school diploma or GED equivalent
- Three years of experience in performing technical accounting work; or an equivalent combination of education and experience, substituting 12 semester hours in accounting for the required additional year of experience.

Employee's Signature Date

Supervisor's Signature Date