



**SAFETY SENSITIVE POSITION**

**Muscogee (Creek) Nation  
Human Resource Management Services**

Employee Requisition

PO BOX 580  
OKMULGEE, OK 74447  
Telephone (918) 732-7827  
Toll-Free (800) 482-1979  
Fax (918) 756-2284

Submitted Date 12/9/2024 9:24 AM	Employee Requisition Number <b>ER-25092</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>TAX AND REVENUE MANAGER</b>			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
Department: <b>TAX COMMISSION STAFFING</b>	Location: Okmulgee	Location Code: 31A	FT/PT Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.  
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the Tax and Revenue Division Director, shall perform all duties and responsibilities set forth by tribal ordinances and any subsequent tax codes. The job entails direct supervision over staff and regulatory supervision
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Oversees the daily procedures of the Tax and Revenue Division.</li> <li>2. Accepting and processing applications for Tax License and permits.</li> <li>3. Collecting and depositing all tax revenue in accordance with tribal ordinances</li> <li>4. Auditing tax reports.</li> <li>5. Deny, suspend, or revoke licenses.</li> <li>6. Perform audits of tribally licensed businesses to ensure the proper amount of tax is being collected and remitted.</li> <li>7. Issue fines or penalties for violation of tribal ordinances.</li> <li>8. Promulgate tax rules and regulations.</li> <li>9. Administration of tobacco tax code, tribal tax code, commercial code, motor fuel tax code, oil and gas tax code, alcohol tax code, along with any additional tax codes reserved for future development.</li> <li>10. Input tax information into tax program</li> <li>11. Send delinquency notifications when applicable.</li> <li>12. Receive, reconcile, and calculate rebates from the State for taxes paid.</li> <li>13. Reporting balancing ledger to Controller ensuring accurate amounts to be forwarded to retail shops.</li> <li>14. Travel Requirements within the MCN Reservation, travel to/for:             <ol style="list-style-type: none"> <li>a. MCN licensed smoke shops, casinos, wholesalers, and any other licensed businesses for the purpose of audit and/or compliance checks.</li> <li>b. Attend tax meetings and conferences.</li> <li>c. Attend events to check for licensing and compliance.</li> </ol> </li> <li>15. Perform other duties as may be assigned.</li> </ol>
Minimum Requirements:	Education – High School Diploma. Experience - At least two years' experience in a managerial position and/or



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	background in Tribal Taxation. Other - Must demonstrate strong leadership qualities and have excellent communication skills. Must have a degree of integrity and ability to understand tax laws. Shall meet background criteria as established by tribal ordinances.
Preferred Requirements:	Education - Bachelor's degree in accounting or related field. Experience - Background in Tribal Tax Collection. Other - Thorough understanding of the role of regulation of a tax commission.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must be bondable

- Customer Service:** Responds promptly to customer needs; Responds promptly to voicemails and emails.
- Professionalism/ Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
- Time Management:** Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Analytical Skills:** Collects and researches data; Uses intuition and experience to complement data.
- Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
- Leadership:** Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.  
Works within the approved budget; Conserves organizational resources.
- Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.  
Adheres to policies and procedures.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures, including cyber security.
- Attendance/Punctuality:** Regular and on time attendance. Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction; Takes responsibility for own actions.



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#### **Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  Physical Exam

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles  Outside weather conditions  Toxic or caustic chemicals  
 Risk of electrical shock  Vibration  Loud Noise

#### **Would this Open Position be considered a Safety Sensitive Position? Check All that Apply**

Note: If **any** box is checked **THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- Operate motorized equipment, machinery, power tools, and/or a motor vehicle.
- Repair, maintain, or monitor the performance or operation of any equipment, machinery, or manufacturing process (preparing food where knives and kitchen equipment is used).
- Work in close proximity to motor vehicles or heavy equipment and/or construction sites.
- Operate any equipment which could seriously injure any person as a result of misuse.
- Carry and use of firearms/ammunition
- Work with vulnerable or violent clients.
- Have direct contact with children and youth.
- Entrusted with the direct care or custody of children and youth and whose performance of his/her duties may affect the health, welfare, or safety of children and youth.
- Provide direct patient care or providing for the health, safety, and welfare of children, adults, disabled, and elders.
- Perform life threatening procedures such as firefighting, first responder, or EMT duties.
- Dispense pharmaceuticals
- Have access to or responsible for confidential information or sensitive data protected by federal, state, or Muscogee Nation law.
- Have responsibility for money, receipts, and/or disbursement of negotiable instructions, e.g., money, checks, or property disbursements.
- Have responsibility for all financial documents, credit data, credit account records, or credit transactions.
- Have responsibility for the use, handling, packaging, processing, storage, disposal, or transport of controlled substances, toxic, radioactive, or other hazardous materials.
- Have responsibility for security, surveillance, or law enforcement duties.
- Have routine access to security control and key systems
- Operate, maintain, or oversee critical services and infrastructure including, but not limited to: a. Electric;b. Gas;c. Water;d. Power generator; e. Distribution.



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- Positions governed under the rules and jurisdiction of the Department of Transportation
- Any position in which a momentary lapse in attention could result in injury or death to an employee or another person.
- None of these apply

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

#### **MCN Policy Requirements:**

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

#### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.