



Employee Job Description		
Position Title: St. Croix Tribal Tax Commissioner		
Facility: Tribal Government		
Job Family: Finance	Comp Grade: DOQ	Status: Full-time

Position Summary: The St. Croix Tribal Tax Commissioner is responsible for ensuring that St. Croix Tribal Members and various governmental departments are provided the opportunities unique to sovereign nations and their tax-exempt status. This includes working with tribal members and other departments towards understanding, applying, and receiving services tax free. The Tax Commissioner will also ensure that tax code is enforced at all properties and on any construction projects.

Essential Functions: Administer and support compliance with the St. Croix Tribal Tax Code, including tax collection, reporting, exemptions, recordkeeping, and other tax-related requirements. Work closely with Tribal leadership, departments, enterprises, businesses, Tribal members, and other appropriate parties to address taxation matters and ensure consistent application of Tribal tax requirements.

Tax Commissioner Job Duties:

- Review the St. Croix Tribal Tax Code and recommend amendments, updates, or procedural changes when needed.
- Monitor compliance with the Tribal Tax Code, including required tax collections, reporting, documentation, and other applicable requirements.
- Review tax deposits, reports, and supporting detail from Tribal gaming enterprises and other applicable entities for accuracy and communicate discrepancies or compliance concerns to the appropriate parties.
- Assist Tribal members, departments, and enterprises with understanding and applying available tax exemptions and Tribal tax requirements.
- Monitor taxation requirements associated with construction projects, contractors, vendors, businesses, and other activities subject to the Tribal Tax Code.
- Research Tribal, federal, state, and other taxation matters affecting the Tribe and communicate significant changes or requirements to appropriate parties.

- Maintain accurate and confidential tax records, reports, correspondence, and supporting documentation.
- Assist with tax compliance reviews, audits, assessments, collection activities, or other enforcement-related matters within the authority delegated to the position.
- Perform other related duties consistent with the responsibilities of the position and authority established under Tribal law.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Supervisory Responsibilities: None

Directly Reporting to: Chief Financial Officer

Scope and Complexity: Interacts with all levels of management, employees, and community members; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment:

- Requires extensive sitting with periodic standing and walking.
- Maintain a flexible schedule to meet the objectives of department needs.
- Requires significant use of personal computer, phone, and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Must have the ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Proficiency level typically gained through a combination of high school diploma and some higher educational courses.
- Must demonstrate ability to assess customer and business needs and formulate plan of action.
- Ability to identify potential compliance concerns and recommend appropriate corrective action. Requires basic to intermediate level computer skills and ability to access information in meaningful ways such as researching on-line.
- Requires skill in conflict resolution and stellar customer communication.
- Must demonstrate the ability to work collaboratively and professionally with Tribal leadership, employees, community members, enterprises, businesses, and outside agencies. Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

- Must demonstrate strong attention to detail, organization, confidentiality, and the ability to meet required deadlines.
- Must pass a background check and drug test.

Preferred Qualifications:

- Valid WI Driver license meeting criteria for SCCIW Insurance policy.
- Able to work both independently and take direction.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.