

**TINA BEGAY**  
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### **EDUCATION**

**M.B.A.** University of Montana, Missoula, MT  
**B.S. Business Administration** University of Montana, Missoula, MT

### **QUALIFICATIONS**

- Specialization in governmental and non-profit accounting procedures (fiscal, finance, budgeting, reporting, and management).
- Excellent working knowledge of accounting procedures and principles.
- Preparation of essential business documents, including a full set of financial statements for monthly, quarterly, an annual reporting.
- Meticulous control of the general ledger with source documents.
- Expertise in developing budgets and cash flow forecasting.
- Experience with appropriate tax reporting for review and approval.
- Extensive experience leading strategic planning and development sessions.
- Knowledge and proven ability to oversee a wide array of business affairs.
- Excellent oral and written communication skills.

### **EXPERIENCE**

**Redtail Enterprises LLC, Owner** **2010-Present**  
Bookkeeping and Accounting Services

- Day to Day bookkeeping, accounting oversight, and month-end closing work including input & support documents. Completion of proprietary month end process (reconciles all balance sheet and major P&L accounts), preparation of monthly stand-alone financials (Grant Reports).
- Deliver the financial report during scheduled board meetings. The report includes an overview of the following financial statements: Statement of Activity, Statement of Financial Position, Statement of Activity by Grant.
- Process monthly, quarterly, and year end payroll processing and reporting. Contractor 1099 year-end processing mailed out by January 31st and reported to IRS by February 28th. Payroll and Contractor processing includes Year-end tax filings (W-2s and 1099s).
- Customized financial reporting on grant funding.

**Sister Sky Inc. Virtual Position** **2019-2022**  
Lead Trainer/Curriculum Development

- Delivered Native American Business Development Empowerment workshops.
- Design culturally relevant business curriculum.
- Provide one-on-one business coaching.
- Delivered in-person and virtual workshops to a wide range of participants.

**Salish Kootenai College, Pablo, Montana** **2009-2019**  
Business Chair/Instructor

- Responsible for developing the department's academic programs.

- Provided leadership toward the achievement of the highest possible level of excellence in teaching and service activities of the department.
- Responsible for the recruitment, selection, and evaluation of the department's faculty.
- Specialized in academic advising and counseling of students.
- Preparation of the schedule of courses and of times and places of classes.
- Worked closely with the SKC Career Services program to secure and maintain internship placements and workforce development.
- Preparation of the budget and administration of the financial affairs of the department.
- Experienced with continuous assessment tools and methods to evaluate feedback to assure the quality of the program.
- Served as the student group advisor for business associations American Indian Business Leaders (AIBL) and American Indian Higher Education Consortium (AIHEC), and site coordinator for SKC Taxes and Volunteer Income Tax Assistance (VITA) Programs.
- Served on the General Education Committee, Scholarship Committee, Powwow Committee, Community Service Committee, Building Committee, In-service Committee, and Foundation Committee.
- Taught a wide range of business courses such as Introduction to Business, Principles of Marketing, Personal Finance, Entrepreneurship, Business Planning, Government Accounting, Finance, Management Information Systems, Tax, Computerized Accounting, Nonprofit Management, and Economic Development on Indian Reservations.

**American Indian Business Leaders (AIBL), Missoula, Montana                      1998-2009**

Executive Director 2004-2009

- Established, implemented, and maintained accountability for overall program goals. These included personnel, operational, and fiscal policies, including grants administration.
- Responsible for preparing and formulating annual and project budgets, including providing financial options, scenarios, and accurate information to the board of directors.
- Responsible for developing financial information and performing on-going analysis of past, current, and future budgets.
- Responsible for preparing for annual audit and delivery of audited financials to board of directors.
- Preparation and reconciliation of monthly, quarterly, and annual payroll reports.
- Provide daily supervision of AIBL staff and volunteers. Responsible for personnel management, including records maintenance, discipline and accountability, hiring and termination, and training and development.
- Oversee program officers, managers, and directors with developing, implementing, and negotiating respective program activities. Including supervision and creation of the Great Lakes Regional AIBL office.
- Allocate resources and staff as necessary to achieve performance and program objectives. This includes utilizing existing resources to achieve maximum efficiency; and identified tribal, state, and national resources and partnerships.
- Anticipate future needs to have the resources in place to successfully absorb program growth.
- Implement fundraising activities to maximize funding potential, responsible for funding an annual operating budget. Developed and nurtured relationships with current and potential donors.

- Continuously update strategic plan for achievement of long-term goals that included fiscal and management accountability for existing and new program areas.
- Monitor, evaluate, and implement appropriate recommendations for improvement and growth of the program including evaluation of current organizational structure, short-term goals, procedures of operation, program activities and implementation methods, and funding needs.
- Create, design, and implement program marketing and support materials and services. Including newsletters, brochures, and website.
- Design and manage investment policy including, money markets and certificate of deposits.

#### Associate Director 1999-2004

- Responsible for the support of the Executive Director's position in leadership, program development, and implementation of overall program goals.
- Assisted with designing and implementing organizational policy and procedures. Including designing personnel policy and procedures manual, new board member orientation manuals, By-Laws, and investment policies.
- Ensured all fiscal transactions were in accordance with internal fiscal policy, reporting discrepancies and making recommendations based on fiscal development and direction to the executive director and board. Including general fiscal operations, accounts payable/receivable, payroll, and purchasing.
- Responsible for filing payroll reports including, monthly tax deposits, quarterly reports, and annual reporting. Responsible for monthly bank reconciliations.
- Trained and supervised support staff on accounting procedures.
- Coordinated and led annual fiscal audit.
- Led the transition of AIBL taking over its fiscal responsibilities from a fiscal agent. Including identifying a banking institution, financial software program, and transferring data.
- Managed student internships and professional job placement activities.
- Database management including student membership records, advisors, and donors.
- Coordinated the National Annual Leadership Conference and advisors training of 200 attendees.

#### **Salish Kootenai College, Pablo, Montana**

**1990-1998**

#### Assistant Controller 1996-1998

- Assisted the Controller in directing SKC's accounting functions. Including establishing and maintaining accounting principles, practices, and procedures.
- Oversaw the preparation and evaluation of budgets and other financial operating reports and presented findings and recommendations to controller.
- Managed the timely payment of taxes and filing of required documents.
- Ensured compliance with approved policies and procedures and Internal Controls.
- Filed payroll reports including, monthly tax deposits, quarterly reports, and annual reporting.
- Responsible for monthly bank reconciliations.
- Trained and supervised support staff on accounting procedures.
- Assisted with annual audit.

## **PROFESSIONAL VOLUNTEER WORK**

Friends Forever Mentoring, Board Treasurer	2008-2023
MoFi, Board Member	2012-2019
Volunteer Income Tax Assistance (VITA)	2009-2019
Indian Nonprofit Alliance, Board Treasurer	2009-2015
Montana Officials Association (Basketball/Volleyball)	2006-2011

## **PROFESSIONAL REFERENCES**

James Bible, General Manager  
Sovereign Leasing and Financing  
Email: [jamesb@slfcorp.com](mailto:jamesb@slfcorp.com)  
Phone: 406-883-4317 ext. 2

James Parker Shield, Executive Director  
National Native American Hall of Fame  
Email: [james@nativehalloffame.org](mailto:james@nativehalloffame.org)  
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Lynette Two Bulls, Executive Director  
Yellow Bird Life Ways  
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Phone: 406-740-0166