



**TRIBAL GOVERNMENT  
CHIEF FINANCIAL OFFICER**  
Position Description

Reports to: Chief Executive Officer	Open: 11/15/2019
Dotted-line Report to: Tribal Council	
Job Class: Exempt; 40 hours per week	Closes: until the position has been filled.
Email or fax resumes to: <a href="mailto:hr@paskenta.org">hr@paskenta.org</a> Fax: 530-528-3553	Projected Start Date: TBD
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

**POSITION SUMMARY**

The Chief Financial Officer is responsible for directing all financial and accounting functions of the Paskenta Band of Nomlaki Indians Tribal Government and its subordinate, non-gaming entities. The CFO will work with the CEO and Tribal Council to develop and implement an overall financial strategy to maintain and enhance the financial health of the Tribe. Ensures enforcement of, and compliance with, the Fiscal Management, Budget and Appropriations, Budget Hearing, and Procurement Ordinances. The CFO will manage the Finance Department, and ensure that all audits, budgets, monthly and annual financial reports, and other accounting functions, are timely and accurately completed. The CFO must be highly knowledgeable about generally accepted accounting principles GAAP/GASB.

This position must have strong analytical, strategic planning and communication skills, including an ability to work well with the Chief Executive Officer, Tribal Council and other Senior Managers.

**DUTIES & RESPONSIBILITIES:**

1. Facilitates discussions between Tribal Council and Tribal business entities and Tribal government divisions and departments in planning business objectives to develop organizational policies that coordinate functions, operations and financing.
2. Represents the Finance Department at General Council meetings and Tribal Council meetings.

3. Work with the CEO and Tribal Council to develop and implement overall financial strategies for the Tribe.
4. Forecast and project financial performance while aligning financial resources with the Tribe's short-term and long-term goals.
5. Plan, organize, and direct the Tribe's Finance Department operations, including without limitation financial planning, financial operations (treasury, accounting, financial reporting, payroll, grants management, procurement, etc.), supervising of Finance Department staff, and overseeing annual audit and budget processes.
6. Conduct regular reviews of all financial and accounting systems and maintain strict compliance with generally accepted accounting principles, governmental accounting standards and the Tribe's Financial Policies.
7. Maintains investment policy statement for all investments and oversights of investments.
8. Maintenance of contracts related to portfolio management.
9. Manage functional accounting, general ledger, and fund accounting.
10. Coordinate and produce timely accurate annual budget and adherence to budget ordinances.
11. Coordinate and produce timely and accurate monthly financial statements, reporting, and forecasting.
12. Prepare, analyze, and interpret financial results and make appropriate and timely recommendations as necessary.
13. Oversee the Tribe's payroll, vendor payment, and other payment processes, and ensure that all payments to employees, vendors, and others are timely and accurately issued.
14. Develop and maintain business relationships with the Tribe's various providers of banking, credit, financial, insurance, investment, and other related services, and administer the Tribe's contracts and accounts with such service providers.
15. Review contracts and other proposals and analyze their potential impacts from a financial perspective.
16. Maintain files of all contracts, leases, insurance policies, bonds, and other relevant documents.
17. Provide strategic and technical advice on financial issues to Tribal officials and employees as needed.
18. Serves as the Financial Officer of Tribal owned or operated corporations or subsidiaries as directed by Tribal Council. And serves as a 401k Committee Member.
19. Effectively manage and provide direction to all Finance Department operations and personnel, including supervisory, professional, technical, and clerical staff, directly and indirectly.
20. Develop and implement financial processes and systems and continually evaluate for opportunities to improve effectiveness and efficiency.
21. Maintain financial policies, coordinate their timely review and update, disseminate approved revisions to Tribal personnel, provide training on financial policies to Tribal personnel as necessary, and monitor compliance with financial policies.

22. Responsible for annual audits of Tribal entities and reviews audit results and implements necessary internal controls and revisions.
23. Assist with training Tribal employees regarding other relevant financial matters as necessary.
24. Attend continuing education seminars and other job-related trainings as required.
25. Positively always represent the Tribe and act ethically and in the best interest of the Tribe.
26. Supervisory responsibilities include, but are not limited to, training, motivating, empowering and evaluating staff. Directly supervises the key management positions within the Finance Division that in turn directly supervise their respective departments within the Finance Division.
27. Communicate with tact and discretion while maintaining strict confidentiality.
28. Demonstrate cultural sensitivity.
29. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

1. Master's degree from an accredited college or university with major course work in Finance or Accounting.
2. Certified Public Accountant, Certified Government Financial Manager, or Certified Government Management Accountant designation preferable.
3. Ten plus years of experience in Executive Leadership role within a Tribal Government, Enterprise or equivalent.
4. Extensive knowledge and experience in administration of Federal Contracts and Compliance with The Code of Regulations (Title 2 CFR 200).
5. Strong knowledge of BIA and I.H.S.
6. Solid understanding of Tribal Sovereignty and Indian law.
7. Experience working with PC based accounting software, fund accounting or other governmental accounting software.
8. Knowledge of principles and practices of general business administration including personnel practices and employment laws, general accounting practices, internal control practices (GAAP/GASB).
9. Ability to work in an interdisciplinary environment.
10. Knowledge of mathematical concepts such as fractions, percentages and ratios to practical solutions.
11. Excellent command of English language, spelling, grammar and punctuation.
12. Very strong interpersonal and effective communication skills, both written and verbal.
13. Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
14. Must successfully complete a pre-employment drug screen and background investigation.

### **CORE COMPETENCIES**

1. Commitment to excellence and high standards.
2. Excellent written and oral communication skills.
3. Strong organizational, problem-solving and analytical skills.
4. Ability to manage priorities and workflow.
5. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
6. Acute attention to detail.
7. Strong interpersonal skills.
8. Good judgment with the ability to make timely and sound decisions.
9. Creative, flexible, and innovative team player.

### **WORK ENVIRONMENT**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically, office work setting conditions.