



**PASKENTA BAND OF NOMLAKI INDIANS
TRIBAL GOVERNMENT
CHIEF FINANCIAL OFFICER
Position Description**

Reports to: Chief Executive Officer
Dotted-line Report to: Tribal Council
Job Class: Exempt; 40 hours per week
Email or fax resumes to: hr@paskenta.org Fax: 1-530-689-9521
<i>"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (Chapter 1-715 of the Paskenta Band of Nomlaki Indians Tribal Policies). 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 will be 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 Tribal Fiscal Policies and Ordinances. The CFO will manage the Finance Department to ensure that all audits, budgets, monthly and annual financial reports, financial administration of grants, 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, Chief Operations 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, Tribal Council meetings and Annual Budget Hearing.

3. Works with the CEO, COO 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. Responsible for 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. Responsible for the regular reviews of all financial and accounting systems and maintains strict compliance with generally accepted accounting principles, governmental accounting standards and the Tribe's Financial Policies.
7. Maintains the investment policy statement for all investments and oversights of investments.
8. Maintenance of contracts related to portfolio management.
9. Manage timely and accurate accounting, general ledger, and fund accounting.
10. Must produce a timely, accurate annual budget while adhering to the Tribes budget ordinances.
11. Must produce timely, accurate monthly financial statements, reporting, and forecasting.
12. Prepare, analyze, and interpret financial results and make appropriate and timely recommendations as necessary.
13. 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.
14. Review contracts and other proposals and analyze their potential impacts from a financial perspective.
15. Maintain files of all contracts, leases, insurance policies, bonds, and other relevant documents.
16. Provide strategic and technical advice on financial issues to Tribal officials and employees as needed.
17. Serves as the Financial Officer of Tribal owned or operated corporations or subsidiaries as directed by Tribal Council. And serves as a Benefits Committee Member.
18. Responsible for annual audits of Tribal entities and reviews audit results and implements necessary internal controls and revisions.
19. Positively always represent the Tribe and act ethically and in the best interest of the Tribe.
20. Communicate with tact and discretion while maintaining strict confidentiality.
21. Demonstrate cultural sensitivity.
22. Perform other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's Degree from an accredited college or university with major course work in Finance or Accounting and 5 years of direct management of an accounting department is required.

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, I.H.S, and preparation of Indirect Cost Proposals.
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. Excellent command of English language, spelling, grammar and punctuation.
11. Very strong interpersonal and effective communication skills, both written and verbal.
12. Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.

CORE COMPETENCIES

1. Versatility, flexibility, and a willingness to work within constantly changing priorities.
2. Commitment to excellence and high standards.
3. Must be able to effectively recognize and assess priorities to meet the Tribe's needs.
4. Strong organizational, problem-solving and analytical skills.
5. Detail oriented.
6. Strong interpersonal skills.
7. Good judgment with the ability to make timely and sound decisions.
8. Innovative team player.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision

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Chief Financial Officer

abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.