

POSITION DESCRIPTION

Title: Chief Finance Officer

Reports To: Executive Director of Health and Human Services

Supervises: Finance Department Staff

Location: Happy Camp

Salary: Depends on Experience

Summary: As a key member of the Tribe's Management Team, the Chief Financial Officer (CFO) has primary responsibility for ensuring the financial integrity of the Tribal government organization by recommending, implementing and enforcing sound fiscal management policies and procedures. The CFO trains and supervises the Finance Staff to operate fiscal management systems and serves as the Tribe's principal liaison with external organizations concerning financial accountability.

Classification: Full Time, Regular, Exempt

Responsibilities:

- 1) Directs the Tribe's accounting and financial management activities, as well as its fiscal relationships with Tribal managers, department/program directors, funding agencies, financial institutions, creditors and vendors.
- 2) Develops, recommends for Tribal Council approval, implements and enforces sound fiscal management policies; establishes and maintains accounting and financial management systems and procedures, including those related to treasury, planning, budgeting, cash flow management, payroll, purchasing/procurement, property management, risk management/insurance, taxes and internal controls; coordinates audits.
- 3) Develops internal auditing functions to meet audit requirements; develops and implements strategies for limiting financial liability and risk exposure; secures adequate insurance coverages; develops and maintains essential computerized/electronic financial management systems.
- 4) Trains, supervises, evaluates and coordinates the work of Finance Staff who perform the full range of accounting and financial management functions of the Tribe (ex; bank account reconciliations, cash deposits and receipts, contract management, payroll processing, procurement/purchasing, travel arrangements, advances and reimbursements and insurance claims processing).
- 5) As a member of the Tribal Management Team, works cooperatively with the Tribal Chairman, Self-Governance Staff, Program Planner, Contract Compliance Specialist, Department/Program Directors and Executive Directors and Fiscal Officers of subsidiary corporations to develop and implement sound plans, budgets and financial management systems for the delivery of high-quality, cost-effective services to the Tribal membership; participates in negotiations of federally approved indirect cost rates.
- 6) Assesses the financial condition of the Karuk Tribe and makes monthly financial/operating reports to the Tribal Council; responds to (or directs responses to) requests from

department/program personnel for timely, accurate financial reports on departmental/program activities.

- 7) Coordinates with other members of the Tribal Management Team to analyze trends in public and private funding availability, and trends in Tribal revenues and expenditures, and advises the Executive Director and Tribal Council regarding potentially adverse and/or beneficial impacts.
- 8) Attends meetings of the Karuk Tribal Council/Karuk Tribal Health Board and provides financial management advice as necessary and appropriate for sound management decision-making by these governing boards.
- 9) Prepares Annual Report on the Financial Condition of the Karuk Tribe.
- 10) Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- 11) Other job related duties as assigned.

Qualifications:

- 1) Have the ability to work effectively with Native American people in culturally diverse environments.
- 2) Have the ability to manage time well and work under stressful conditions with an even temperament.
- 3) Have the ability to establish and maintain harmonious working relationships with other employees and the public.
- 4) Have the ability to understand and follow oral and written instructions.

Requirements:

- 1) Must possess bachelor's degree in accounting, finance or related field **and** five years management-level experience in accounting/financial management with three years experience managing governmental fund accounting systems **or** equivalent combination of education experience, CPA preferred.
- 2) Must have demonstrated ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from regulatory and funding agencies, creditors and vendors, and members of the Tribal staff and community; ability to communicate effectively with governing boards and members of the management team regarding financial management issues and financial condition of the Tribe.
- 3) Must have demonstrated knowledge of generally accepted accounting principles (GAAP), federal compact, contract and grant management procedures and OMB Circulars and other regulations governing financial management practices of Tribal governments.
- 4) Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards and members of the management team.

- 5) Must have demonstrated abilities to both initiate and follow through on complex financial management tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
- 6) Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- 7) Must adhere to confidentiality policy.
- 8) Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: _____

Chairman's Signature: _____

Employee's Signature: _____