

The logo for Karuk Community Development Corporation features the company name in a bold, serif font, centered within a blue banner. The banner is flanked by stylized, symmetrical blue and white geometric shapes that resemble mountain peaks or traditional tribal patterns.

Karuk

Community Development Corporation

Vacancy Announcement

Title: Chief Finance Officer

Reports To: KCDC Board of Directors

Supervises: Finance Assistant(s), Administrative Clerk

Location: Happy Camp

Salary: \$60,000 to \$80,000, DOE

Classification: Full Time Regular, Exempt

Summary: The Chief Finance Officer (CFO) is responsible for the day-to-day financial management of the Corporation and shall work in coordination with the Board and ED to develop the KCDC annual operating budget; provide direct data to the Board and ED; assist program directors in developing budgets; review and approve all programmatic and contractual budgets; prepare for and coordinate annual audit.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Chief Finance Officer

Reports To: KCDC Board of Directors

Supervises: Finance Assistant(s), Administrative Clerk

Location: Happy Camp

Salary: \$60,000 to \$80,000, DOE

Classification: Full Time Regular, Exempt

Summary: The Chief Finance Officer (CFO) is responsible for the day-to-day financial management of the Corporation and shall work in coordination with the Board and ED to develop the KCDC annual operating budget; provide direct data to the Board and ED; assist program directors in developing budgets; review and approve all programmatic and contractual budgets; prepare for and coordinate annual audit.

Responsibilities:

1. Directs staff and is responsible for all KCDC accounting and financial management activities including but not limited to payroll, accounts payable, bank reconciliation, cash flow, internal controls, cash flow management, and fiscal policies and procedures.
2. Maintains good working relationships with KCDC staff, program directors, funding agencies, financial institutions, creditors, and vendors.
3. Develops internal auditing functions to meet audit requirements and coordinates annual KCDC audit; develops and implements strategies for limiting financial liability and risk exposure; secures and maintains adequate insurance coverage for all KCDC assets and personnel.
4. Ensure that effective internal fiscal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
5. Monitors and assesses the financial condition of KCDC and makes monthly financial reports to the KCDC Board; responds to informational requests from program personnel, or directs requests to program personnel for information to provide timely, accurate financial reports on program activities.
6. In coordination with the ED prepares business plans, financing proposals, and other small business development services for Tribal and other community members and for KCDC enterprises
7. Coordinates with ED and enterprise manager to analyze cost of goods sold, profit margins, marketing trends, and advises the KCDC Board regarding potentially adverse and/or beneficial impacts.
8. Attends meetings of the KCDC Board of Directors and provides financial management information and advice as necessary and appropriate for sound management decision-making by the governing boards.
9. Shall provide direct supervision to the Finance Assistant(s) and Administrative Clerk. Shall work closely with Karuk Tribe Human Resources to ensure hiring/firing policies and procedures are adhered to.

10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and have some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication remains “open.” Demonstrates respect, honesty, integrity, and fairness to all co-workers and Board of Directors. Follows all policies and procedures.
3. Teamwork: Strives to be “solution-focused” and presents recommendations that best meet the needs of KCDC, the Tribe, its members, and the community. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates, and assists to meet the goals of all components of the Karuk Community Development Corporation. Establishes and maintains an effective working relationship with ED, Board of Directors, and other KCDC and Karuk Tribe staff members.
5. Professional Development: Participates in ongoing professional development/training/meetings as determined in coordination with the KCDC Board of Directors.

Requirements:

1. BS in Accounting or Finance, MBA and/or CPA highly desirable or in lieu of traditional education, 7+ years’ experience in progressively responsible financial leadership roles, preferably in business setting.
2. Ability to assist in planning, finance, implementation of accounting systems for the KCDC and all of its entities and enterprises.
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 the director, governing boards, and members of the management team.
5. Possess abilities to set realistic goals; manage multiple administrative activities, programs, and projects; set priorities for a coordinated organizational work effort; manage time well; take initiative; delegate effectively; and work under moderately to highly stressful conditions.
6. Must possess valid driver’s license, good driving record, and be insurable by the KCDC’s insurance carrier.
7. Must adhere to Karuk Tribe/KCDC fiscal and personnel policies including confidentiality.
8. Must successfully pass a pre-employment drug screening and criminal background check.

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

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

KCDC Board Approved: 9/11/2013; 2/8/2017 , 7/10/2019, 09/02/2020

Council Approved: 9/12/2013; 3/2/2017, 8/15/2019, 9/3/2020

KCDC Board Chair Signature: _____

Date: _____

Chairman's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____