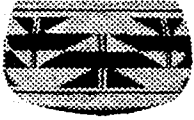


KARUK TRIBE HOUSING AUTHORITY



MAIN OFFICE
P.O. Box 1159 • 635 Jacobs Way
Happy Camp, California 96039
Phone: 530-493-5434 • FAX: 530-493-2485

1836 Apsuun Street
Yreka, California 96097
Phone: 530-842-1644 • FAX: 530-842-1646

Position Description

Title: Chief Finance Officer

Reports To: Executive Director

Supervises: Fiscal Staff

Location: Happy Camp Karuk Tribe Housing Authority Office

Salary: \$50,000 to \$70,000, depending on experience

Summary: This position is responsible for the overall supervision and management of the Karuk Tribe Housing Authority's (KTHA) financial office and functions. The Chief Finance Officer has primary responsibility for ensuring the financial integrity of the KTHA by recommending, implementing and enforcing sound fiscal management policies and procedures. The CFO trains and supervises the Fiscal Clerk to operate fiscal management systems and serves as KTHA's principal liaison with external organizations concerning financial accountability.

Classification: Full Time, Regular, Exempt

Responsibilities:

1. Shall serve as the chief accounting supervisor and fiscal manager for all programs.
2. Shall publish and/or supervise all financial reports, keep the KTHA's official financial records and certify the financial position of the KTHA.
3. Shall insure the KTHA is in compliance with all applicable Federal laws, KTHA policies, regulations, and other agreements that relate to finance.
4. Shall prepare budget modifications and assure integration of changes into the current year's program budgets.
5. Shall assist in budget development including the process of program/project planning, organizational development and administration.
6. Shall maintain a proper cash flow of federal, state, or private funding source drawdowns. Maintain cash disbursements journal and reconciliation for all accounts.
7. Shall oversee general ledger and assure that follow-up contact is established on all overdue accounts.

8. Shall provide oversight of calculation and recording of tax deposits. Assure that taxes are deposited in a timely fashion and quarterly reports for payroll taxes are prepared and processed.
9. Shall prepare monthly program expenditure reports for Executive Director, Housing Board of Commissioners, department or program directors, and other pertinent staff members.
10. Shall monitor all grant and contract budgets. Develop and implement an ongoing accounting reporting system to assure grant and contract compliance.
11. Shall oversee and assure that all checks are written from properly authorized invoices including vouchers for payment, travel advances/reimbursements. Insure all travel advance procedures are in accordance with KTHA policy and applicable federal regulations.
12. Shall maintain close contact with the Executive Director to facilitate budget objectives.
13. Shall submit appropriate recommendations for software/computer systems upgrades to insure finance department runs efficiently.
14. Shall work with independent auditor to establish appropriate audit procedures. Assist with the external, independent audit.
15. Shall work with independent auditor to transition KTHA financial system to comply with GASB 34 and Generally Accepted Accounting Principles (GAAP).
16. Shall provide direct supervision to the Fiscal Clerk.
17. 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.
18. Shall be polite and maintain a priority system in accepting other position related job 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 knowledge of OMB Circulars, as well as knowledge and ability to develop or supervise indirect cost proposals and negotiations.
3. Must have demonstrated knowledge of governmental and/or nonprofit accounting practices.
4. Must have demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) and GASB 34.
5. Must have ability to work independently, maintain confidentiality, work effectively with co-workers, and perform under pressure.
6. Must have ability to be flexible and assist other staff in completion of assigned duties.
7. Must have good organizational skills.
8. Must have experience in supervising others.
9. Must possess valid driver's license, good driving record, and be insurable by the KTHA's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must successfully pass a pre-employment drug screening test and criminal background check.

Indian Preference Policy: In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring. Section 7(b) of the Indian Self-Determination and Education Assistance Act (Title 25 USC, Section 450 e(b)) will also be observed.

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.

Resident's Preference: It shall be the policy of the Karuk Tribe Housing Authority to provide preference in hiring to persons residing in the KTHA housing communities where the work is being performed.

Board Approved: April 16, 2012 **Council Approved:** April 16, 2012

Chairman's Signature: _____

Employee's Signature: _____