



<b>Job Position:</b> Chief Financial Officer	<b>Status:</b> Full-Time/Exempt
<b>Division:</b> Administration	<b>Salary:</b> Based on Experience
<b>Posting Date:</b> September 12, 2019	<b>Closing Date:</b> Open Until Filled

## **Job Description**

### **Summary:**

The Chief Financial Officer is responsible for managing the daily accounting functions of Tribal Government and providing advice to the Tribal Administration on all financial matters relevant to the operations of the tribal government and its entities. The position is a “hands-on CFO” that will need to function, at times, in the dual role as a controller.

### **Essential Duties and Responsibilities:**

The Chief Financial Officer shall perform such financial duties and functions as delegated including, but not limited to, the following:

- Coordinate and manage the development and implementation of comprehensive annual operating budgets for the tribal government and select tribally-owned entities at least ninety (90) days before the ensuing fiscal year and the preparation of revenue and expense forecasts and modeling, cash flow projections and analyses.
- Review, establish and administer procedures, systems and policies governing the processing of data, including, but not limited to, accounts payable, payroll, accounts receivable, grants, data entry and control, cash receipts and internal financial reports.
- Assure the accuracy, quality, security, protection and preservation of all financial records, data, and tracking systems of the Tribe.
- Prepare and submit monthly certified and accurate financial statements and management, discussion and analysis reports which outline the Tribal financial situation in areas of revenue, expenses, cash flow and management and/or operational concerns and make recommendations for resolution of any concerns;
- Ensure compliance of accounting operations and reports with all applicable tribal, local, state and federal regulations, accreditation, accounting standards, and licensure requirements, including Generally Accepted Accounting Principles (GAAP), and coordinate and oversee any internal or external financial or regulatory audits.
- Coordinate and monitor long range planning, direction, and timely execution of the Tribe’s overall investment, treasury management, and financial goals including the development and implementation of investment management policies and procedures. Recommends policy changes as necessary.
- Oversee, manage, and consult with Finance Department staff on a regular basis to advise on department functions and activities, assure the accurate and timely completion of granting agency reporting and regulatory requirements, seek solutions to management



problems, and make recommendations on opportunities to improve efficiency and cost-effectiveness;

- Oversee all accounting processes and ensure that accounts are timely reconciled and provide guidance to accounting personnel to train, educate and enhance staffs' abilities and capacities to complete their work on an accurate and timely basis; and
- Oversee the development, negotiation, and submission of the Tribe's indirect cost proposal, Annual Funding Agreements with the Bureau of Indian Affairs, and any other federal grants and/or contract documents in a timely manner.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Synthesizes complex or diverse information;
- Designs work flows and procedures;
- Gathers and analyzes information skillfully;
- Works well in group problem solving situations;
- Shares expertise with others;
- Responds to requests for service and assistance;
- Demonstrates group presentation skills;
- Develops workable implementation plans;
- Looks for ways to improve and promote quality;
- Works within approved budget;
- Develops and implements cost saving measures;
- Identifies external threats and opportunities.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ideal candidates would possess a strong familiarity with the history of the federal relationship of the United States with American Indian Tribes and laws protecting the rights of Tribes as sovereign nations, including but not limited to the Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) and the Tribal Self Governance Act of 1994. Additionally, ideal candidates would:

- Be able to work in a fast paced work environment
- Manage multiple task and competing priorities
- Demonstrate professional behavior at all times
- Exercise good judgment
- Possess the ability to maintain absolute discretion and confidentiality expected of a professional at this level, and
- Possess a valid driver's license



**Minimum Education and Experience:**

A Bachelor's degree from an accredited college and/or university with an emphasis in Accounting with additional experience in Business Administration and Finance or related fields.

**Preferred Education and Experience:**

A Master's of Accountancy Degree or Certification in Public Accounting, as this position will be required to work closely with the Tribe's audit firm for its annual single audit and must be able to prepare work papers and related documents for the audit. A candidate with demonstrated successful experience as a controller or CFO for an Indian tribe is highly preferred.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak clearly and persuasively in positive and negative situations.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume; Ability to apply basic concepts of Algebra and Geometry; Understand business implications of decisions; displays orientation to profitability; Aligns work with strategic goals; work within approved budget; contributes to surpluses and revenue; develops and implement cost saving measures.

**Computer Skills:**

Computer skills necessary to complete the Essential Duties and Responsibilities of the job are mandatory.

**Supervisory Responsibilities:**

Yes, this person will supervise three (3) people including a Finance Manager, an Associate Accountant, and an Accounting Clerk.

**Work Environment:**

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.

The noise level in the work environment is usually moderate.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.



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*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Disclaimer:**

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

**Selection Process:**

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants demonstrating the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested;  
or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.



**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana**

**Attn: Human Resources**

**150 Melacon Rd.**

**P.O. Box 1589**

**Marksville, La. 71351**

**[HR@tunica.org](mailto:HR@tunica.org)**

