



Pokégnek Bodéwadmik ♦ Pokagon Band of Potawatomi

A proud, compassionate people committed to strengthening our sovereign nation. A progressive community focused on culture and the most innovative opportunities for all our citizens.

Job Title:	Director of Finance		
Reports to:	Government Manager		
Approved by/date:	TC Approval 7/23/2020		
Salary Band:	PBB - 2		
Supervisory Responsibilities:	Yes	FLSA Status:	Exempt

Commitment to Citizen Service

Service encompasses all aspects of the Pokagon Band of Potawatomi Indian's governmental operations. Every employee shares the responsibility to provide exemplary service, dignity, and respect to all Tribal Citizens, the Tribal Council, and staff members. To this end, all employees have an obligation to identify and report any service problems, issues, or concerns and through designated channels, initiate, recommend, and actively participate in solutions.

Position Summary: Accomplish the Pokagon Band Department of Finance objectives by planning, organizing, and directing all work required to operate and maintain departmental and other Tribal enterprise activities and services. Ensure financial and accounting policies, functions, resources, and programs are maintained in accordance with established laws, regulations, policies, procedures, and Generally Accepted Accounting Principles and Government Accounting Standards.

Essential Governmental Functions:

- Establish and maintain a positive working relationship with Tribal Citizenry.
- Assist the Finance Board in managing the Tribal finances. Attend all regularly scheduled Finance Board meetings. Provide the Board with regular reports and updates on all Tribal Government's financial activities.
- Provide the overall direction, coordination, evaluation, coaching, and development of staff. This includes interviewing, hiring, orienting, and training employees; planning, assigning, and directing work; providing timely feedback, appraising performance, and providing professional development opportunities; and rewarding and disciplining employees. Proactively address and resolve staff concerns and explore and implement methods and procedures for improving departmental workflow and service to Tribal Citizens.
- Provide strategic leadership and consultation to the Tribal Government and Leadership staff in all areas of accounting and financial services, policies, and programs. Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures in alignment with the Pokagon Band's vision, mission, expected outcomes and strategic initiatives.
- Develop budget for the Department of Finance, ensure compliance with stated goals, guidelines, and objectives, and develop business case justifications and cost/benefit analyses for Department of Finance spending and initiatives.
- Steer the development of the overall Tribal Government budget for all departments.
- Identify, develop and implement standardized accounting policies and procedures for compliance with Generally Accepted Accounting Principles and Governmental Accounting Standards.

- Review and approve all accounting policies and procedures for compliance with Generally Accepted Accounting Principles and with requirements established by funding sources, the Band, and other governmental agencies.
- Ensure and maintain a system of internal controls for all accounting transactions and administrative controls as related to employees, fixed assets, purchases, budgeting, and compliance with Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Monitor single and multi-year budgets based on statistical analysis of current and historical data; research business trends to forecast enterprise budgets; develop cost-effective recommendations.
- Perform regular reviews and evaluations of actual-to-budget performance during the budget cycle; determine trends affecting budget implementation; prepare financial reports comparing current budget and costs to previous years; recommend and prepare reports with corrective actions, as appropriate.
- Coordinate efforts of the financial reporting system to ensure accurate and timely information.
- Manage and monitor Revenue Allocation Plan, Band cash and investment funds; interpret and summarize data trends of investment risks; report variances in investment expectations; regularly meet with investment managers and financial advisors to ensure all treasury functions are maximized and correspond to identify risks; regularly report outcomes to the Finance Board, Government Manager and/or Tribal Council.
- Maintain a broad understanding of all aspects of the Band's finances, including gaming operations and other enterprises.
- Negotiate indirect cost rates with the Federal Government.
- Attend Tribal Council and other enterprise meetings, as directed.

Non-Essential Functions:

- Perform other related functions as assigned.

Equipment:

- Standard office equipment.
- Systems used: MS Office applications and Internet.

Position Requirements:

- Bachelor's Degree in Accounting or equivalent field from an accredited institution whose program of study has been recognized by the Council for Higher Education Accreditation or the United States Department of Education.
- Minimum of ten (10) years of accounting or auditing experience and financial budgets is required.
- Experience in government/non-profit preferred
- Minimum of seven (7) years of supervisory experience.
- Certified Public Accountant (CPA) required.
- Experience working with Native American communities is preferred.
- Proficiency with MS Office Applications.
- Knowledge, intellect, temperament, and flexibility to work effectively in a fast-paced, environment is required.
- Excellent presentation, communication, and interpersonal skills; ability to speak effectively before groups of employees and respond to questions.
- Strong delivery of positive service and excellent communication skills, both oral and written; high attention to detail, strong analytical skills and effective project management skills.
- Ability to formulate plans, procedures, and controls; ability to organize, evaluate, and present information effectively.

- Strong knowledge of governmental accounting and reporting concepts; knowledge of fiscal and program planning and budgeting.
- Must have a valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Indian Preference:

- Pokagon Band Preference Code applies.

Physical Requirements:

- Work is generally sedentary in nature and will frequently require sitting, however standing and walking will occasionally be necessary.
- Frequently required to use hands and fingers to operate equipment.
- Frequently required to talk and hear.

Work Environment:

- General office environment. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.
- Local travel is necessary, so the ability to travel as needed is required.

Competencies:

- Relationship Building
- Organizational Savvy
- Fostering Learning and Development
- People Management
- Achievement Orientation
- Thinking Statically
- Exemplifying Integrity
- Using Financials