

CHEMEHUEVI INDIAN TRIBE

P. O. Box 1976

Havasu Lake, CA 92363

Tribal Employment Rights Office (TERO)

Phone: (760) 858-5100 Fax: (760) 858-5279

dir.tero@cit-nsn.gov

INDIAN PREFERENCE POLICY: Preference filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

CHIEF FINANCIAL OFFICER

Status: Permanent/Full-time/Exempt
Department: Accounting
Reports To: Tribal Administrator
SALARY: \$25 -\$35 DOE INCLUDES BENEFIT PACKAGE
Closing: Upon Until Filled!

Duties and Responsibilities:

- Responsible and accountable for applying for tribal accounting policies, procedures and guidelines in preparing accurate and timely records, reports and financial statements for tribal programs and project funds.
- Prepares reports and assists Tribal Administrator and Program Directors with financial control and management of approved programs.
- Follows various tribal, state and federal rules, regulations, laws and guidelines in preparing reports on use of funds. Supervises accounting personal.
- Responsible for performing a wide variety of general accounting functions in preparing various statements, reports, correspondence, etc., including posting, balancing and summarizing general ledger accounts, journal entry transactions, A/P, A/R, P/R and all accounting functions.
- Review, checks, reconciles and verifies program/project accounts, balance funding statements, reports, files, records, purchase orders, etc.
- Reviews project expenditures against approved budget (s) for programs, projects and prepares budget revisions, when necessary; provide monthly expenditure reports for each program/budget.
- Confers and works with Tribal Administrator, Program Directors and Project Managers in budget preparation and other accounting functions as needed.
- Responsible for overseeing all functions of the Payroll accounting and Personnel records.
- Provides financial reports to the various State and Federal funding agencies.
- Responsible for monthly reconciling of bank accounts review and update.
- Responsible for monthly closing and preparation of financial statements and preparation of year-end closing and provide financial statements.
- Review and update all accounting/financial policies and procedures as necessary.
- Other duties related to fiscal management as may be assigned by the Executive Committee or Tribal Council.
- Oversee day to day supervision of accounting staff. Maintain all personnel files.
- Delegate appropriate Accounting tasks to Accounting Assistant.
- Train Accounting Assistant in all Accounting Activities.
- Other duties as assigned.

Qualifications:

- Possess a Bachelor Degree in Accounting of Finance.
- A minimum of (5) years experience in fund accounting.
- Knowledge of Computerized Accounting Systems, preferably Alila MIP Fund Accounting and Paylocity Payroll.
- Experience in a Window environment, word processing, and spreadsheet programs.

- Effective oral and written communications skills.
- Required continuing education/training (if applicable)

Other Requirements:

- Submit to Pre—Employment Drug-Testing
- Comply with Drug-Free Workplace Policy
- Ability to attend evening or weekend meetings and ability to Travel.
- Insurable by CIT insurance Carrier.

ONLY SERIOUS INQUIRIES NEED APPLY!