

Fort Bidwell Indian Community

POSITION DESCRIPTION

Job Title: Chief Financial Officer (CFO)
Reports To: Tribal Administrator
Supervises: Grants Management/HR Specialist
Salary Range: \$32-\$40 per hr (DOE)
Status: Permanent, Full-Time
Job Site: Fort Bidwell Indian Community Offices

POSITION IN THE TRIBAL ORGANIZATION: The Chief Financial Officer is employed by the Fort Bidwell Indian Community through the Indirect Budget. He/she is under the supervision of the Tribal Administrator.

ROLE: The Chief Financial Officer is a highly responsible Executive Level Position within the structure of the Fort Bidwell Indian Community Council Tribal Government. The individual occupying this position is responsible for supervising, planning, organizing, and directing all aspects of the financial accounting and reporting activities of the Fort Bidwell Indian Community Council Government. The incumbent is directly responsible for the accuracy and timeliness of all financial tracking and reporting systems, financial forecasting and analysis, and fiscal reports assigned and maintained by the accounting department of the Fort Bidwell Indian Community Council. The Chief Financial Officer serves as principal assistant and advisor to the Tribal Administrator and Tribal Council for analyzing and reviewing all financial aspects of the Tribe and its component units.

DUTIES:

1. Coordinate and manage the development and implementation of comprehensive annual operating budgets. Includes the preparation of revenue and expense forecasts and modeling, cash flow projections and analysis.
2. Assure that internal and external financial reporting is timely and in accordance with Generally Accepted Accounting Principles (GAAP) and Tribal Policies always.
3. Assure that adequate internal accounting controls are in place, so statements reflect activities of the Tribe and its component units. Review, establish and administer procedures, systems and policies governing the processing of data through the Finance office, including (but not limited to) accounts payable, payroll, accounts receivable, grants, data entry and control, cash receipts and internal financial reports.
4. Assure the accuracy, quality, security, protection and preservation of all financial records, data and tracking systems of the Tribe.
5. Assure that accounting transactions are properly classified, and all appropriate accounts are adequately reconciled so that reliable reports can be produced in a timely manner.
6. Prepare and submit certified and accurate financial statements to the Administrative Director and the Tribal Council on a monthly basis.

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8. Prepare monthly 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 on how to address any identified concerns.
9. Directly monitor all budgets and policy compliance to assure the timely identification and communication of any financial variance and policy deviation concerns to the Tribal Administrator.
10. Assure compliance with all applicable tribal, local, state and federal regulations, accreditation and licensure requirements.
11. Manage treasury functions so cash flow is adequate to meet obligations.
12. 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.
13. Oversee all cost and revenue reimbursement activities, billing and accounts receivable to ensure timely billing and cash collections.
14. Serve as the technical expert regarding accounting standards and principles for the Tribe and supervise and train all Finance Department Staff accordingly.
15. Assemble the Tribe's indirect cost proposal for submission in a timely manner.
16. Coordinate the negotiation and submittal of the Annual Funding and Single Line Agreements with the Bureau of Indian Affairs.
17. Meet and regularly consult with department Directors to advise on department functions and activities, seek solutions to management problems, and make recommendations on opportunities to improve efficiency and cost-effectiveness.
18. Coordinate with all Department Directors to assure the accurate and timely completion of granting agency reporting and regulatory requirements.
19. Coordinate and manage financial aspects of employee benefit plans.
20. Prepare and coordinate all external financial and regulatory compliance audits in an accurate and timely manner.
21. Review and responds to all audit reports issued by the auditors including significant findings and critical supporting documentation in a timely manner.
22. Complete detailed and timely review of all required financial audits for the component units of the Tribe and report any concerns to the Tribal Administrator.
23. Exercise initiative and independence in planning and coordinating assignments or projects to be completed by subordinate staff.
24. Seek to maintain high employee morale and a professional, healthy atmosphere. Serve as a role model to staff in terms of professional and ethical conduct and accountability at all times.
25. Must be exemplary in all aspects of integrity, professionalism, accountability, accuracy and quality of job performance, dedication and standards at all times.
26. All other duties as assigned.

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QUALIFICATIONS/ REQUIREMENTS:

Education/Experience:

1. Must have a BA degree in Accounting or related field and professional CPA in good standing.
2. Must have a minimum of ten (10) years' experience in financial management (preferably governmental background), with at least five (5) years in a supervisory role.
3. Tribal government experience preferred.
4. Knowledge of fund accounting and an ability to develop and apply modern accounting methods in an automated accounting system.
5. Ability to communicate effectively, orally and in writing.
6. Knowledge of Federal, State and local agency accounting system and control requirements.
7. Knowledge of generally accepted professional budget and accounting principles and standards.
8. Must not have been convicted of a felony involving dishonesty within the past five years.
9. Ability to use Word, Excel, and other applicable computer systems involving Personnel Department.
10. Ability to relate well with people, verbally and in writing.
11. Must work cooperatively with Tribal Administration, Tribal Government, and employees as well as outside agencies.
12. Must have a valid California Driver's License

Technical Abilities:

1. Excellent organizational and communications skills, ability to prioritize and meet deadlines.
2. Customer service oriented, Dynamic personality and high level of professionalism.
3. Must be able to take initiative that will identify problems and initiate corrective actions within scope of responsibilities.
4. Possess the ability to multi-task working exceptionally well in a cross-functional team environment.
5. Ability to maintain confidential information.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Fort Bidwell Indian Community Council reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Fort Bidwell Indian Community Council are subject to a 6-month orientation period.