



## **JOB DESCRIPTION**

**POSITION:** Chief Financial Officer

**DEPARTMENT:** Tribal Administration

**LOCATION:** Santa Rosa Band of Cahuilla Indians Tribal Administration Office

**SALARY:** Negotiable

**THIS IS A PART TIME POSITION (32 Hours per week).**

### **POSITION SUMMARY:**

The Chief Financial Officer (CFO) is responsible for directing the fiscal functions of the Santa Rosa Band of Cahuilla Indians in accordance with generally accepted accounting principles issued by Financial Accounting Standards Board and other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate with the industry. The CFO is responsible for providing strategic leadership for the Tribe by working with the Tribal Council, Treasurer and Tribal Administrator to establish long-range goals, strategies, and plans and policies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This position is responsible for:

- Directing and managing the Tribal government's accounting practices.
- Financial planning and advisement.
- Reporting in coordination with the Tribal Treasurer, and Tribal Administrator to the Tribal Council.
- Enforcement of and compliance with all applicable internal and external policies, laws and regulations.

- Ensuring that work is performed in accordance with the Government Accounting Standards Board (GASB) and Office of Management and Budget (OMB) regulations, laws and policies applicable to Tribal governments.
- Monitoring the financial management and accounting practices of Tribal entities operating within the Tribal government structure.
- Planning, coordinating, and preparing for yearend audits; developing responses to audit recommendations in a timely manner.
- Developing and fostering relationships with government agencies, banking and lending institutions, investment managers, other Tribes, insurers, the financial community by performing the above stated duties personally or through subordinates.
- Performing related work pursuant to the duties and responsibilities stated above in conjunction with the philosophy, mission and goals of the Santa Rosa Band of Cahuilla Indians.

**SUPERVISORY AUTHORITY:** Tribal Administrator, Tribal Council

**KNOWLEDGE AND QUALIFICATIONS:**

- Requires a minimum of a Bachelor's Degree in Accounting, Finance or Business Administration in a closely related field. (CPA, Master's Degree preferred).
- Requires a minimum of five (5) years or progressively more responsible financial, accounting and supervisory experience with last three years at the executive management level.
- Requires advanced knowledge of governmental, business accounting and auditing standards and practices.
- Minimum of 5 years' experience in governmental accounting and experience with Tribal government and funding agencies required.
- Requires independent decision making skills supported by excellent analytical skills and professional judgment.
- Budgeting skills required.
- Must have the ability to direct and supervise multiple projects simultaneously as well as the finance department staff.
- Must have excellent interpersonal skills.
- Must have excellent written and verbal communication skills.
- Must be familiar with accounting, management and office software systems. Familiarity with Micro Office, Excel, and Quick Books.
- Knowledge of Native American culture, Tribal Governmental operations.
- Familiarity with Federal and State appropriation processes so timely recommendations can be made.
- Knowledge of indirect cost allocations, proposal submission and negotiations with appropriate agency representatives.
- Valid driver's license, minimum of liability insurance. Adequate transportation.

- Position subject to pre-employment drug testing and criminal history background check.

**PERSONAL CONTACTS:** Contacts on daily basis with Tribal Administration, Tribal Program Administrators / Directors, various governmental agencies and funding sources as needed.

**PHYSICAL REQUIREMENTS:** Primarily office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

**TRAVEL REQUIREMENTS:** Will be required to attend training and meetings locally and nationally.

**Native American preference will be observed in the hiring process.**