



Hoplend Band of Pomo Indians Job Description

Approved: 02/01/2006

Application Deadline: Until Filled

Position: Chief Financial Officer

Under the Direction of: Tribal Council (or Tribal Council Treasurer when the Tribal Council is not in session)

Rate of Pay: Tribal Wage Scale

Job Posting Date: January 18, 2008

Application Location: 3000 Shanel Road, Hopland, CA

POSITION SUMMARY:

Responsible for the direction of the overall financial policies and procedures of the Tribe. Oversee all financial functions including, but not limited to, assistance with financial planning for the Tribal operations, maintaining proper financial accountability in financial grant/contract compliance with funding sources, accounting, budget, credit, insurance and tax. Designs and coordinates a wide variety of accounting and statistical data and reports. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others.

ESSENTIAL FUNCTIONS:

- Must submit a report to Tribal Council of all grant draw downs, on a monthly basis.
- Must submit a report to Tribal Council of all grant due dates, on a monthly basis.
- Responsible for the oversight and ensuring administration of the accounting for the EDC, Water Department, Tribal Police and the Gaming Commission.
- Responsible for the preparation of the annual budget for the administration, EDC, Water Department, Gaming Commission and Tribal Police.
- Supervise and control all appointed personnel in the Tribe's finance office.
- Responsible for all accounting functions of the Tribe and collect all taxes, fees, and customers accounts.
- Has the authority to reassign employees under his/her supervision, temporarily or permanently, to meet emergencies and volume growth requirements.
- Responsible for the oversight and management of cash flow for the various agencies of the Tribe.
- Responsible for ensuring that the accounting adheres to GASB 34.
- Administer laws and ordinances pertaining to taxes, licenses, permits and fees.
- Cause current accounts to be kept of all funds, revenues, receipts, expenditures, and financial commitments of the Tribe.
- Have budgetary control over expenditures in order that they will not exceed either anticipated expenditures or actual receipts.
- Collect, receive and deposit with a federally insured depository all monies of the Tribe and keep proper records thereof in accordance with generally accepted accounting principles for governments.
- Cause the performance of accounting control of storage and issuance of materials and supplies.
- Present to the Tribal Council an estimate, plan and program of the Tribe's financial activities.
- Serve as the custodian of all of the Tribe's business and accounting records.
- Prescribe and control forms and procedures for all of the Tribal departments which pertain to revenues, receipts or expenditures of Tribal funds in any manner.
- Prepare and issue all warrants and registers for the expenditure of funds.
- Prepare financial statement, including but not limited to cash flow projections and accounts receivable, aging reports and statistical reports on a monthly and annual basis to the Tribal Council.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



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- Must participate in the monthly Finance Committee meeting.
 - Have access to and the right to perform internal audits of the accounting functions of all Tribal businesses and all departments and divisions of the Tribal Government annually and submit to the Tribal Council a written report on the results of the audit and any recommendations for correcting any problems discovered by the audit.
 - Work with the Treasurer to ensure that an inventory and list of all Tribal equipment and personal property is taken, prepared and updated on a monthly basis in accordance with Generally Accepted Accounting Practices.

(These essential functions are not to be construed as a complete statement of all duties performed.)

REQUIRED:

- BA in accounting with an emphasis on governmental accounting or an AA Degree with five (5) years of management experience in governmental accounting. CPA desirable.
- Must understand and have the ability to apply the requirements under GASB 34.
- Must be familiar with fund accounting.
- Knowledge of federal programs, financial and procurement regulations
- Strong computer skills.
- Ability to develop fiscal and procurement policies for internal control.
- Must have solid supervisory abilities.
- Effective communication skills both verbal and written.
- Ability to work within the Indian community.
- Able to travel away from home to attend conferences as needed.
- Knowledge of audit techniques.
- Must be bondable.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

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