



Hopland Band of Pomo Indians

Job Description

Position:	Chief Financial Officer
Under the Direction of:	Tribal Council and Tribal Council Treasurer (When Tribal Council not in session)
Salary Range:	\$65,000 to \$85,000 annually

POSITION SUMMARY: Accomplishes the Tribes Finance and Accounting Department objectives by planning, organizing and directing all required departmental activities, grant management, fiscal services, and accountability and compliance with funding sources. Ensures financial and accounting policies, functions, resources and programs are maintained in accordance with established laws, regulations, Tribal ordinances, policies, procedures and Generally Accepted Accounting Principles and Governmental Accounting Standards.

ESSENTIAL FUNCTIONS:

1. Develop, prepare, and interpret annual and periodic financial reports and statements including but not limited to cash flow projections, accounts receivable, aging reports and statistical reports.
2. Oversight and management of cash flow for the various agencies of the Tribe including all grants draw downs on a monthly basis.
3. Prepare all grant financial reporting requirements as stated in the grant award documents.
4. Reviews and approves all warrants and registers for the expenditure of funds.
5. Oversees the collection all taxes, fees, and customers accounts of the Tribe.
6. Monitor single and multi-year budgets based on statistical analysis of current and historical data; research business trends to forecast enterprise budgets for the administration, Utility Department, Gaming Commission, Tribal Police and other Grant funded departments; develops cost-effective recommendations.
7. Perform regular reviews of actual-to-budget performance during the budget cycle; determine trends affecting budget implementation; prepares financial reports comparing current budget and costs to previous years; ensures budgetary control over expenditures in order that they will not exceed either anticipated expenditures or actual receipts. Counsels departments on budget modifications as needed.
8. Identify, develop and/or review accounting policies, procedures, and ordinances in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards and with requirements established by funding sources, the Tribe, and other governmental agencies.
9. 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.
10. Work with Risk Management and Executive Staff to evaluate costs of the employee benefit plan and re-design as necessary.
11. Improve staff effectiveness by counseling, training and planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
12. Host regular staff meetings to ensure communication between personnel and department-related activities.
13. Assists in performing 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 Treasurer a written report on the results of the audit and any recommendations for correcting any problems discovered by the audit.
14. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

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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REQUIRED:

- Bachelor's degree from an accredited four-year or university preferably in Finance, Business Administration/Management or related field; five (5) years experience in government or grant accounting agency; including four (4) years in a progressive management capacity. Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. CPA highly 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

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Employee is regularly required to: sit at desk and in meetings for long periods of time; talk to or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops.

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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