

Approved



Quileute Tribal Council

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



Position Title: CHIEF FINANCIAL OFFICER (CFO)
Supervisor: General Manager
Location: La Push, Washington
Salary: DOE/Q
Opens:
Closes: Until Filled

POSITION SUMMARY:

Under the Supervision of the General Manager and Tribal Council, the Chief Financial Officer (CFO) is responsible for directing and managing the fiscal reporting functions of the Quileute Tribe in accordance with the general accepted accounting principles issued by the Financial Accounting Standard Board, the Securities and Exchange Commission, other regulatory and advisory organization and in accordance with financial management techniques and practices appropriate within the industry. The CFO is responsible for providing strategic leadership for the Quileute Tribe by working with the General Manager and Tribal Council to establish long-range goals, strategies, plans and policies. Candidate must possess a CPA license with five (5) years of governmental and Tribal accounting experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance,
- Manage processes for financial forecasting, budgets and consolidation and reporting to the General Manager and Tribal Council,
- Provide recommendations to strategically enhance financial performance and business opportunities,
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial and tax reporting,
- 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.
- Provide technical financial advice and knowledge to others within the financial discipline,

- Participate in the development of the Tribe's plan and programs as strategic partner,
- Prepare and submit a monthly report certifying accurate financial statements to the General Manager and the Tribal Council,
- 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.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets,
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends to assist the General Manager and Tribal Council in performing their duties,
- Provide strategic financial input and leadership on decision making issues affecting the organization, i.e., evaluation of potential alliances acquisitions and/or mergers and pension funds and investments,
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position,
- Develop a reliable cash flow projection process and reporting mechanism which include minimum cash threshold to meet operating needs,
- Be an advisor from the financial prospective on any contracts into which the Quileute Tribe may enter,
- Evaluate the Quileute Tribe company finances and plan for continual improvement and efficiency and effectiveness of the company as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals,
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Exhibit strong organizational, communication and leadership skills within a collaborative work environment and together with all divisions to develop financial solutions and strategic initiatives.
- Skilled in Strategic planning, ability to identify problem areas, to develop and implement strategies for change.
- Skilled with excellent written and oral communications.
- Knowledge in interpreting and analyzing diverse data and proficient in research analysis.
- Knowledge and skill with budget preparation and monitoring.

- Must possess exceptional computer skills, (i.e., Microsoft Office software)
- Must possess exceptional organizational and time management skills.
- Must possess extensive knowledge of Accounting, Finance and Compensation requirements.
- Ability to work effectively and efficiently under pressure.
- Ability to simplify and communicate complex financial and technical information.
- Ability to work collaboratively and independently to achieve stated goals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting or related field from an accredited university with a minimum of eight (8) years of experience as CFO or equivalent. Preference will be given to candidates with an MBA in Finance.
- Candidate must be a licensed Certified Public Accountant (CPA) with five (5) years of Tribal and Governmental accounting experience, Preference will be given to candidates with a Certified Management Accountant (CMA), or a Certified Public Finance Officer (CPFO).
- Must be able to pass a pre-employment and random drug testing and a security background check. Candidate must acknowledge and agree to maintain a drug-free workplace as a condition of employment.
- Must be bondable
- Must have a valid Washington State Driver's License
- Indian preference will apply. The Quileute Tribe will give hiring preferences to fully qualified Quileute Tribal applicants, then a qualified Native American/Alaskan Native and lastly, other qualified candidates. The Quileute Tribe is an equal opportunity and Affirmative Action Employer. **In order to attain consideration for Tribal member/Native American preference, applicant must submit a copy of Tribal Enrollment card or CIB which indicates enrollment in a Federally Recognized Native American Tribe**

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

HOW TO APPLY:

Please submit a resume, cover letter and The Quileute Tribe application to the following address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR Director
Department of Human Resources
P.O. Box 279
La Push, Washington 98350

EXCEPT AS PROVIDED BY THE INDIAN PREFERENCE ACT (TITLE 25 U.S. CODE SECTIONS 472 & 473), The Quileute Tribe does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.