

# JOB ANNOUNCEMENT

**POSITION: Assistant Chief Financial Officer**  
**SALARY: Grade 23-28 \$22.80 - \$28.81 per hour (DOQ)**  
**PROGRAM: Indirect Costs**  
**ACCOUNT CODE: 40-8000-0000-21-6000**  
**SUPERVISOR: Chief Financial Officer**  
**CLASSIFICATION: Exempt**

**OPEN: January 29, 2021**      **CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

### **SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive personal and financial data therefore must pass a financial background check. This individual must meet and maintain bonding requirements.

### **SUMMARY OF FUNCTIONS:**

The Assistant to the Financial Officer will report to the Chief Financial Officer (CFO). In the absence of the CFO, this individual will be responsible for the management of the finance department.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The Assistant to the Finance Officer will have secondary day-to-day responsibility for planning, implementing, and managing all finance related activities for the Tribes.

- Will assist in managing day-to-day accounting/finance functions
- Assist with providing regular account reconciliations
- Review end of the month report to ensure accuracy
- Assist with maintaining and enforcing documented policies and procedures, internally and externally
- Perform regular audits of budgetary accounts
- Implement and update controls
- Prepare monthly and financial statements
- Update Management Dashboards (i.e. monthly CFO dash, weekly finance updates)
- Prepare Budget-to-Actual reports for management
- Will assist with managing annual budgeting process
- Performs any other duties as required and assigned

### **EDUCATION QUALIFICATIONS AND WORK EXPERIENCE REQUIRED:**

- Bachelor of Science Degree in Accounting, Business or a related field, and/or 5 + years in progressively responsible financial leadership roles
- Strong Accounting Background
- PC proficiency is essential (Windows Environment)
- Strong working knowledge of Excel
- Strong working knowledge of MIP is preferred and or/other accounting software.
- Possess a valid Driver's License and be insurable under the Tribes Insurance Carrier.

### **SUPERVISORY CONTROLS:**

Work is performed under the direction of the CFO who in consultation with in the incumbent develops overall objectives to be accomplished. Will supervise individuals assigned to the CFO in the absence of.

### **COMPENTENCIES**

- Strong communication skills, written and oral
- Time and organization management
- Collaboration and problem-solving skills
- Confidentiality
- Personal Effectiveness/Credibility
- Flexibility and adaptability
- Technical Capacity and Attention to detail

### **PHYSICAL DEMANDS:**

The responsibilities of this position are sedentary in nature. Sitting, walking, bending and may need to lift up to 20 lbs. High stress level. Must be willing to travel.

### **WORK ENVIRONMENT:**

The work environment is an office setting with adequate furniture, lighting and equipment.