

## **JOB ANNOUNCEMENT**

**POSITION:** Chief Financial Officer  
**PROGRAM:** Indirect Cost  
**ACCOUNT CODE:** 8000-000-6000  
**SUPERVISOR:** Chief Executive Officer  
**SALARY RANGE:** \$74,006.40-\$102,398.40(Grade 34-39) DOE  
**CLASSIFICATION:** Exempt  
**LOCATION:** Owyhee, Nevada - Shoshone-Paiute Tribal Finance Office

**OPENS:** November 6, 2018      **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 and handles financial information as well as sensitive and confidential Tribal data. This individual must be bondable and must maintain a valid driver's license (unless excepted under the provisions of the American Disabilities Act).

## **SUMMARY OF FUNCTIONS:**

As a key member of the Executive Management Team, the Chief Financial Officer will report to the Chief Executive Officer and Business Council and assume a strategic role in the overall management of the Tribe.

The Chief Financial Officer will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the Tribe. This will include direct responsibility for:

- Accounting
- Finance
- Forecasting
- Strategic Planning
- Legal
- Property Management
- Contract Analysis and Negotiations
- Banking
- Investing
- Grant/Contract Management

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Direct and oversee all aspects of the Finance & Accounting functions of the organization.
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Establish and maintain strong relationships with the Administrator's and the Tribal Council
- Provide the Tribal Council with advice on the financial implications of their decisions and actions.
- Manage processes for financial forecasting, budgets and reporting.
- 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.
- Ensure that effective Internal Controls are in place and ensure compliance the Governmental Accounting Standards and the compliance requirements of the Single Audit Act.
- Responsible for the overall functionality of the Tribes automated accounting system and network, including overseeing the Information Technology department, its employees and contractors.
- Understand the risks and potential of the Tribe.
- Maintain appropriate insurance coverage.
- Report financial information to the Tribal Council.
- Maintain relations with external auditors and investigate their findings and recommendations.
- Supervise supportive services staff.

**OTHER ASSIGNED DUTIES AS ALLOCATED:**

Other Skills & Abilities:

- PC proficiency is essential (Windows environment)
- Strong working knowledge of Excel.
- Strong working knowledge of AccuFund is preferred and/or other accounting software.

**EDUCATION AND WORK EXPERIENCE REQUIRED:**

Qualifications and Requirements:

- BS in Accounting (or equivalent), MBA and/or CPA highly desirable.
- 10+ years in progressively responsible financial leadership roles, preferably within a Tribal Government or Tribal entity.
- Strong experience in working within a management team.
- High level of written and oral communication skills.

**SUPERVISORY CONTROLS:**

Work is performed under the Chief Executive Officer, who in consultation with the incumbent develops overall objectives to be accomplished. The incumbent performs work independently and will oversee all supervision of the Shoshone-Paiute Finance Department.

**COMPLEXITY:**

Personal Attributes:

- Strong interpersonal skills.
- Ability to communicate and manage well
- Ability to educate the accounting staff.
- Strong problem solving and creative skills.
- The ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.

**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 and must be willing to travel.

**WORK ENVIRONMENT:**

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

---