Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •
Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368

Quileute Tribe
Job Description

Chief Financial Officer

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:
1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Chief Financial Officer**
Supervisor: General Manager
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: $150.000

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 Government Accounting Standard Board and other applicable laws and regulations and in accordance with financial management technique s and practices appropriate with in 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 have at least five (5) years of governmental, and/or Tribal accounting experience (preferred), as a CFO, Controller or equivalent.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- 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 manager son 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 handing of bank and deposit relations hips 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 ad visor from the financial perspective 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 persona l growth with emphasis on opportunities (where possible) for individuals.
- Oversee and coordinate the annual external audit process.
- Oversee and coordinate the indirect cost proposal process.
- Other duties as assigned.

Skills, Knowledge 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 area s, 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, MIP accounting 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/Preferred 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) or at least have with five (5) years of Tribal and Governmental accounting experience, Preference will be given to candidates with a Certified Public Accountant (CPA), 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

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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