



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Chief Financial Officer
Department: Fiscal
Supervised by: Chief Executive Officer (CEO)
Pay Grade: E7 \$90,511.00-\$126,716.00 DOQ
FLSA: Full-Time; Exempt

Position Summary: The Chief Financial Officer (CFO) oversees the accounting operations of the Bishop Paiute Tribe including the day-to-day supervision of fiscal department staff. The CFO will help to set the Tribe's financial policy and direction while also being an active participant in the development of the Tribe's overall organizational strategy. The CFO will lead all financial administration and budgeting. As a member of the senior leadership team, the CFO will work closely with other tribal executive officers to plan and achieve the mission and goals established by the Bishop Paiute Tribal Council. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous, and professional manner.
- Plan, develop, organize, and evaluate the organization's fiscal function and performance.
- Direct Liaison and contact with financial institutions, Insurance Companies, and investment sources to ensure funding is secure for the Bishop Paiute Tribe.
- Directs the development and timely submission of the Tribe's indirect cost proposals.
- Supervise the daily operations of the Tribal Fiscal Department ensuring that fiscal staff maintains all financial data in accordance with the Generally Accepted Accounting Principles (GAAP); that all journals and records of the Bishop Paiute Tribe are properly maintained, stored and safeguarded, and properly disposed of when appropriate; and that all reports required by federal, tribal and state agencies are properly completed and filed in a timely manner.
- Administers and coordinates the annual financial and compliance audit as required by applicable federal, state and tribal regulations.
- Ensures that bank reconciliations are performed. Maintains current bank signature cards for approved check signers for each account. Provides overall supervision of transaction activities and conducts problem solving techniques as necessary with regards to the Tribe's banking institutions.
- Prepares fiscal budgets and budget revisions for tribal activities; presents budgets and budget revisions to the Tribal Council as required.
- Reviews all formal finance related procedures and processes, directs, and designs the implementation of automated and integrated financial systems and implements new procedures, processes and systems as needed.
- In charge of tracking cash flow, analyzing strengths/weaknesses in the company's finances and overseeing all aspects of its financial success.
- Increases management effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining supervisors; communicating values, strategies, and objectives; assigning

accountabilities; planning, monitoring, and appraising performance, and job results; developing a climate for offering information and opinions; addressing complaints and resolving problems; integrating functional objectives; providing and participating in educational opportunities.

- Hosts regular staff meetings to ensure communication among staff regarding Fiscal-related activities.

Education and Experience:

- Must be a certified public accountant or have at minimum a bachelor's degree from an accredited college or university in Accounting, Business Administration, Fiscal, Management, Finance, Economics or a related field.
- Three (3) years of experience preparing finance statements; Periodic Tribal government, state, federal or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities.
- Two (2) years of experience which were at senior accounting management level, performing the duties for Tribal government.
- Experience with accounting software, MIP preferred.
- Ability to work quickly with a high degree of accuracy.

Other Requirements:

- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- Must have experience in A-133 audit requirements.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- *Analytical Skills* – the individual must have the ability to analyze and solve both complex and uncomplicated problems and make decisions that are sensible, reasonable and easy to understand.
- *Communication*— must possess excellent oral and written communication skills, organizational, problem-solving, and analytical skills for effective communication.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses.
- time efficiently and develop realistic action plans. Ability to manage multiple tasks and discern priorities.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace and projects.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software

- programs in a Windows environment.
- *Motivated*—the individual inspires self and others about them to get the job done and follow through on tasks.
- *Problem solving*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Oral communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts productive meetings.
- *Written communication*—the individual reports in written form must be clear and concise and done by using computer programs. Many reports will need to be submitted in spreadsheet form, demonstrating a high skill level of Excel.
- *Quality management*—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgment*—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- *Planning/organizing*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Safety and security*—the individual observes safety and security procedures and uses equipment and materials properly.
- *Confidentiality*—the individual upholds a high degree of integrity and confidentiality.

Physical Demands/Work Environment:

Work is generally performed in an office setting and occasionally in an outdoor environment. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations and other events. While performing the duties of this job, the employee is required to stand, walk and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____