



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Chief Financial Officer
SUPERVISOR: Tribal Administrator
LOCATION: William Wildcat Tribal Building
POST DATE: May 1, 2018
CLOSING DATE: May 15, 2018

General Description: The primary responsibility of this position is to manage and oversee all financial activities of the Tribe, including accounting operations, purchasing operations and the property coordinator. The CFO also advises the Tribal President, Tribal Administrator, Tribal Treasurer and Tribal Council on financial matters.

Qualifications: Bachelor's degree in Business Administration, Accounting or Finance is required, Master's preferred. Certified Public Accountant (CPA) required. Minimum of five to ten years of experience in accounting, preferably in the field of tribal government, with progressively increasing responsibilities. Minimum of two years of state and/or federal contracting or grants management experience. Minimum of two years of supervisory experience is required. Must have a minimum of three years' experience utilizing word processing, spreadsheet, and accounting software.

Salary: Negotiable / Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer

with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. TITLE OF POSITION: Chief Financial Officer (CFO)

B. DEPARTMENT: Administration

C. SUPERVISOR'S TITLE: Tribal Administrator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to manage and oversee all financial activities of the Tribe, including accounting operations, purchasing operations and the property coordinator. The CFO also advises the Tribal President, Tribal Administrator, Tribal Treasurer and Tribal Council on financial matters. Specific responsibilities include but are not limited to:

1. Prepare monthly financial reports and other detailed analysis as requested by the Tribal Administrator, Tribal Treasurer, or Tribal Council.
2. Coordinate the general fund budget process. Work closely with the Tribal Administrator to prepare the annual general fund budget and provide the budget to Tribal Council in accordance with constitutional requirements.
3. Work closely with executive management at Lake of the Torches Resort Casino, Business Development Corporation, and other tribal enterprises as needed.
4. Coordinate completion of the annual external audit to ensure questions and requests from auditors are responded to in a timely manner, review and approval of all final adjusting journal entries is completed, and review of the draft financial statements.
5. Coordinate an exit conference between the external auditors and Tribal Council for presentation of the audit results.
6. Ensure the indirect cost proposal is completed timely, presented to Tribal Council for approval, and submitted to the Interior Business Center for negotiation.
7. Monitor available cash to ensure timely vendor disbursements and payroll needs are met. Notify the Tribal Treasurer and Tribal Administrator when issues are identified.
8. Oversee grants management operations under the accounting department to ensure financial reporting is completed prior to deadlines, follow up on awarding agency requests, and monitor grant compliance.
9. Ensure disbursements from the Children's Trust Fund are timely and in accordance with plan documents.
10. Ensure internal controls are followed and segregation of duties exist between accounting staff to mitigate fraud risk. Balance this need with timely processing of daily operations.
11. Assist the Tribal Treasurer as needed with learning the accounting software system, running financial reports, performing analysis on accounts, answering questions, etc.
12. Maintain accounting and financial management policies and make recommendations for updates to Tribal Council as needed.
13. Adhere to policy on release of financial information.
14. Attend Tribal Council meetings when requested.

15. Perform all other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with the Tribal Administrator, Tribal Treasurer, Program Managers and/or Supervisors and Accounting staff.
2. **External:** State and Federal grant funding agencies and/or officials, vendors. Internal Revenue Service personnel, audit firms, financial institutions, insurance agents, investment advisors, and other outside agencies

F. SUPERVISORY RESPONSIBILITIES: Oversee the Accounting Department, Purchasing Office, and Property Coordinator

G. SUPERVISION RECEIVED: Tribal Administrator

H. EDUCATION: Bachelor's degree in Business Administration, Accounting or Finance is required, Master's preferred. Certified Public Accountant (CPA) required.

I. EXPERIENCE:

1. Minimum of five to ten years of experience in accounting, preferably in the field of tribal government, with progressively increasing responsibilities.
2. Minimum of two years of state and/or federal contracting or grants management experience.
3. Minimum of two years of supervisory experience is required.
4. Must have a minimum of three years' experience utilizing word processing, spreadsheet, and accounting software.

J. SKILLS:

1. Must possess strong general ledger, accounts payable, accounts receivable and revenue recognition knowledge.
2. Must have excellent oral and written communication, organizational, time management, conflict resolution, attention to detail and analytical skills.
3. Ability to work with a team at all levels within the tribe.
4. Demonstrate sensitivity to and cultural awareness of tribal traditions and beliefs.
5. Effectively manage time to complete daily tasks, projects, and/or staffing challenges.
6. Proven ability to multi-task and produce accurate results.
7. Must be proficient with work processing, spreadsheet and accounting software.
8. Must be proficient with personal computers and other office equipment.
9. Must have the ability to maintain the utmost level of confidentiality

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed in a general office setting with extensive time at the computer.
2. **Exposure to Hazards:** May be exposed to situations where spills, wet floors, or associates behavior may create undesirable conditions.

3. Physical Requirements: Sitting, walking and keyboarding for extended periods of time is required. Occasionally must be able to lift up to 20 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Chief Financial Officer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrates a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must be flexible to travel for business purposes. Must have a valid Wisconsin Driver's license and liability insurance. Must submit to a drug test prior to commencing employment and random testing thereafter. Employee must provide proof of immunity to measles, mumps, rubella and varicella at time of employment and submit to a TB skin test. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee

Date

Manager

Date