

JOB DESCRIPTION

POSITION: Chief Financial Officer

LOCATION: Red Cliff Tribal Office

SALARY: Negotiable

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

JOB SUMMARY, DUTIES AND RESPONSIBILITIES:

This position is responsible for:

- Directing and managing the Tribal government's accounting practices.
- Financial planning and advisement.
- Reporting in coordination with the Tribal Treasurer and Director of Tribal Operations to the Tribal Council.
- Enforcement of and compliance with all applicable internal and external policies, laws and regulations.
- Ensuring that work is performed in accordance with the Government Accounting Standards Board (GASB) and Office of Management and Budget (OMB) regulations, laws and policies applicable to Tribal governments.
- Monitoring the financial management and accounting practices of Tribal entities operating within the Tribal government structure.
- Planning, coordinating, and preparing for year end audits; developing responses to audit recommendations in a timely manner.
- Developing and fostering relationships with government agencies, banking and lending institutions, investment managers, other Tribes, insurers, the financial community by performing the above stated duties personally or through subordinates.
- Performing related work pursuant to the duties and responsibilities stated above in conjunction with the philosophy, mission and goals of the Red Cliff Band of Lake Superior Chippewa.

SUPERVISORY AUTHORITY: Finance Departmental Staff

KNOWLEDGE AND QUALIFICATIONS:

- Requires a minimum of a Bachelor's Degree in Accounting, Finance, Business Administration or a closely related field. (CPA, Master's Degree preferred).
- Requires a minimum of five (5) years or progressively more responsible financial, accounting and supervisory experience with last three years at the executive management level.
- Requires advanced knowledge of governmental and business accounting and auditing standards and practices.
- Minimum of 5 years experience in governmental accounting and experience with Tribal government and funding agencies required.
- Requires independent decision making skills supported by excellent analytical skills and professional judgment.
- Must have the ability to direct and supervise multiple projects simultaneously as well as the finance department staff.
- Must have excellent interpersonal skills.
- Must have excellent written and verbal communication skills.
- Must be familiar with accounting, management and office software systems. Familiarity with MIP accounting software preferred.
- Knowledge of Native American culture, Tribal Governmental operations.
- Familiarity with Federal and State appropriation processes so timely recommendations can be made.
- Knowledge of indirect cost allocations, proposal submission and negotiations with appropriate agency representatives.
- Valid driver's license, adequate transportation and must be eligible for Tribe's vehicle insurance.
- Native American preference will be observed in the hiring process.
- Position subject to pre-employment drug testing and criminal history background check.

PERSONAL CONTACTS: Contacts on daily basis with Tribal Administration, Tribal Program Administrators / Directors, various governmental agencies and funding sources as needed.

PHYSICAL REQUIREMENTS: Primarily office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

WORK ENVIRONMENT: Upper level of the Tribal Office. Smoke free environment.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings locally and nationally.

POSTING DATE: DECEMBER 1, 2011

DEADLINE: Open till filled

FOR FURTHER INFORMATION:

Human Resources Department
88385 Pike Road
Hwy 13
Bayfield, WI 54814
www.redcliff-nsn.gov
rwygonik@redcliff-nsn.gov
Susie.bear@redcliff-nsn.gov
(715) 779-3700 ext. 267 or 268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECT TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUEING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.