

**Scotts Valley Band of Pomo Indians
Finance Department**

JOB DESCRIPTION

JOB TITLE:	CHIEF FINANCIAL OFFICER
DEPARTMENT:	Finance
SUPERVISOR:	Tribal Administrator
SALARY:	GS 11-12 based on SF Bay Area and DOEFLSA
STATUS:	EXEMPT

SUMMARY: The Chief Financial Officer (CFO) is the focal point of responsibility and accountability for the Tribes finances. The CFO organizes and oversees all fiscal management operations including internal control systems as they apply to Tribal programs, and business operations owned by Tribe.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide for the implementation and maintenance of accounting systems and procedures to process and account for all of Tribe’s financial matters.
- Review annually and make recommendations to Tribal Government regarding accounting systems and procedures.
- Monitor the management of cash and investment of funds in accordance with Tribal policies.
- Provide organization and leadership in developing long-term strategies and annual operating budgets for Tribal departments for review and approval by the Tribal Council.
- Publish written instructions as needed for use by various departments in the implementation of budgets and the conduct of Tribal business.
- Prepare and maintain the official budget for the Tribal Government and all associated programs including completing any and all budget actions authorized or directed by Tribal Council as well as obtaining final approval.
- Oversee and authorize all Accounts Payable ensuring that there is internal control that each transaction is an allowable cost, the cost is allocated correctly, and it is within the budget guidelines for each program.
- Oversee and authorize all General Ledger entries (typically performed by the Accountant II/III position) ensuring that there is internal control that each transaction is an allowable cost, the cost is allocated correctly, and it is within the budget guidelines for each program.

- Provide technical assistance and oversight to the Tribal Government organizations in the development and maintenance of fiscal management capacity and ensure the adequacy of fiscal management policies and systems implemented by them.
- Review all major financial transactions including, but not limited to, contracts, grants, agreements and financing arrangements and provide advice to the Tribal Administrator, Staff and the Tribal Council on such matters.
- Prepare or direct the preparation of and certify in writing all financial reports, revenue sharing reports, payroll tax reports and other documents required by funding, lending and taxing agencies.
- Prepare or direct the preparation of financial statements, balance sheets, income and expense reports, and cash flow analyses for the Tribal Council on no less than quarterly basis.
- Prepare or direct the preparation of all reporting requirements and payments for workers compensation, tax deposits, garnishments, unemployment and 1099's.
- Handle all worker compensation and general liability claims, including investigations, follow up, filing reports, liaison, periodic claims review, status reports, and government required posting.
- Evaluate and recommend insurance coverage for protection against property losses and potential liability.
- Participate in the negotiation and proposal for the Indirect Cost Rate.
- Oversee the maintenance of all Children's Trust records.
- Oversee the maintenance of HR files for employees and Tribal Council members.
- Process or direct the processing of all payroll to Paylocity and oversee the maintenance of all payroll records including time off accruals and accuracy of Paylocity records.

SUPERVISORY RESPONSIBILITIES:

- Directly supervise accounting department staff.
- Prepare annual evaluations.
- In absence of Tribal Administrator, supervise Tribal Office staff and functions.

QUALIFICATION REQUIREMENTS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a senior-level staff position, which requires a professional individual with a demonstrated ability to achieve goals within the context of a complex organization and community setting.
- Requires a minimum of a Bachelor's Degree in Accounting, Finance, Business, Administration or a closely related field. (CPA, Master's Degree preferred). Requires

knowledge of the principles and practices of Generally Accepted Accounting Principles (GAAP) and of Public Administration with emphasis on fiscal management, fund accounting, and government finance.

- Requires a minimum of two (2) years of progressively increasing responsibilities in a governmental finance department (with a preference for Tribal Government experience).
- Requires analytical and computation skills, ability to prepare and audit financial records, and ability to establish, maintain and manage internal controls.
- Competence with Windows operating systems, word processing and spreadsheet software is essential.
- Experience with accounting software packages typical to Government funding. (ABILA (MIP) is strongly preferred.)

EDUCATION AND/OR EXPERIENCE:

- Requires a minimum of a Bachelor's Degree in Accounting, Finance, Business, Administration or a closely related field. (CPA, Master's Degree preferred).
- Requires two (2) years of progressively increasing responsibilities in a governmental finance department (with a preference for Tribal Government experience).
- Experience working with Tribes and Tribal programs preferred.

LANGUAGE SKILLS:

- Requires an individual with demonstrated verbal and written communication skills and supervisory skills.

REASONING ABILITY:

- Requires ability to plan, assign and direct workflow and ability to establish and maintain effective working relationships with employees, other agencies and the public.

CERTIFICATE, LICENSES, REGISTRATIONS:

- Must have a valid California driver's license.

PHYSICAL DEMANDS: The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires availability to travel for meetings, conferences and training activities.
- Requires and individual to adhere to smoke-free workplace policies.

DRUG-FREE WORKPLACE: Scotts Valley Band of Pomo Indians (SVBPI) will not allow or condone drug or other substance abuse in the workplace. SVBPI insists on a workplace free from alcohol, prescribed or other drug abuse and their effects.

SVBPI’s drug free workplace substance abuse policies are based on Federal law and more particularly the Federal Controlled Substance Act, which among other things defines marijuana as an illegal drug whether it is used for medical purposes or not. State of California laws related to medical marijuana use do not apply for those working in any of the Tribe’s offices. Being in possession of a Medical Marijuana Certification does not excuse SVBPI employees from the strict Federal and Tribal policies on marijuana use.

AT-WILL EMPLOYMENT: SVBPI employment policy is at-will. Under the at-will policy, neither the employee nor SVBPI is committed to continuing the employment relationship for any specific term. Either side may terminate the relationship at any time, with or without cause and with or without notice.

Scotts Valley complies with the Indian Preference Act.

I have read and understand the requirements and job descriptions outlined above and agree to those conditions.

Signature: _____

Print Name: _____

Date: _____

Witness: _____