



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Chief Financial Officer
Department: Fiscal
Supervised by: Tribal Administrator
Pay Range: T-12 \$36.05 - \$51.71 (\$74,984 - \$106,288)
FLSA: Exempt, Salary, Full Time

Position Summary: Under the general supervision of the Tribal Administrator, the Chief Financial Officer oversees the accounting operations of the Bishop Paiute Tribe including the day-to-day supervision of fiscal department staff. The Chief Financial Officer 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 Chief Financial Officer will lead all financial administration and budgeting. As a member of the senior leadership team, the Chief Financial Officer will work closely with other tribal executive officers to plan and achieve the mission and goals established by the Bishop Paiute Tribal Council.

Job Duties:

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous and professional manner.
- Plan, develop, organize, implement direct and evaluate the organization's fiscal function and performance.
- Manage Assets for the Bishop Paiute Tribe to ensure accuracy for fixed assets schedule.
- Direct Liaison and contact with financial institutions to make sure funding and reports are secure for the Bishop Paiute Tribe.
- Directs the development and timely submission of the Tribe's indirect cost proposals.
- Supervise the fiscal staff to ensure the proper running of the tribal fiscal department; to include ensuring that finance staff maintains financial record systems in accordance with 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.
- Provides for an annual financial and compliance audit of Tribal activities and funds as required by applicable federal, state and tribal regulations.
- Provides overall support to tribal agencies and divisions regarding accounting problems; provides advice, consultation, direction, and training to fiscal staff and other tribal employees as needed.
- Ensures that bank reconciliations are performed; investigates and resolves any irregularities identified on the bank reconciliations. Maintains up-to-date 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 up-dates for tribal activities; presents budgets and budget up-dates to the Tribal Council as required.
- Reviews all formal finance related procedures and processes, recommending improvements to the systems in place and managing the systems going forward. Implements new procedures and processes as needed.
- Other duties as assigned.

Supervisory Responsibilities: Supervise the staff in the Fiscal Department and carry out

supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and Experience:

- Preferred Bachelor's degree from an accredited college or university in accounting, business administration, finance, economics, or a related field, 3 years of experience preparing financial statements; periodic Tribal government, state, federal or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities; 2 years of 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.
- Demonstrated writing ability.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- 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.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.

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:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance (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.