

Position: Chief Financial Officer
Department: Finance
Supervisor: SFN Treasurer and Business Committee
Supervises: Finance, Tax and Property & Procurement
FLSA Status: Exempt

Position Summary:

Directorship level professional and administrative work, which includes the planning, directing and coordination of financial activities of the SFN. The work involves the independent and regular exercise of discretion and judgment regarding all facts of the SFN's finances, which include, but are not limited to, accounting practices, fiscal record keeping, financial data gathering and reporting, general and property accounting, cost accounting and budgetary controls. Also involved in appraising and making recommendations regarding operating results in terms of costs, budgets, operations, trends and increased profit opportunities. Individuals oversees coordination of staff involved in related activities and programs. Internal contacts are primarily Program Directors, Chief of Staff, and elected officials of the SFN, responding to questions and concerns.

Duties and Responsibilities:

- Develops, recommends to Business Committee, and given approval, implements major objectives and policies for the SFN. Participates in strategic planning process with other Program Directors.
- Prepares or directs preparation of reports that summarize and forecast SFN business activity and financial position. Prepares reports required by regulatory agencies.
- Monitors and analyzes internal and external factors affecting finances so that opportunities may be pursued and the effects of competitive activity may be minimized.
- Directs preparation of budgets. Serves as the head of the Budget Task Force.
- Oversees timekeeping and payroll operations.
- Maintains current knowledge of, and adheres to accounting procedures, guidelines, and standards. Responsible for relevant staff who report directly and indirectly.
- Arranges for audit of SFN accounts on annual basis.
- Advises Business Committee of legal, auditing or other significant problems.
- Maintains confidentiality of all information processed.
- Cooperates with auditors, as necessary.
- Performs related duties as required.
- Carries out supervisory responsibilities in accordance with the SFN policies and applicable laws. These may include interviewing, hiring, training and managing employees; planning, assigning and directing work; appraising performance rewarding and disciplining employees; and addressing and resolving employee complaints and concerns.

Knowledge, Skills, and Abilities:

- Current knowledge of and ability to apply generally accepted accounting principles, standards and procedures.
- Proven excellent reporting, writing skills for standard letters, etc., and technical writing skills for policies and procedures, etc., group presentation and other related communications skills.
- Proven ability to effectively present information to groups comprised of varied backgrounds.
- Proficiency in using and learning accounting software.
- Ability to comprehend, analyze and interpret financial data, reports, and related legal documents or instructions.
- Ability to respond to inquiries from various funding agencies and managers.
- Ability to establish and maintain effective working relationships with Business Committee members, Chief of Staff, Program Director/Coordinators, employees, and vendors.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.
- Ability to work with mathematical concepts, such as probability and statistical inference, and apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to remain composed and make appropriate decisions under stressful conditions, which may involve dealing with a range of responsibilities, large sums of money and timetables.
- Must be able to shift attention quickly and accurately from one matter to another.

Education and Experience

- Bachelor’s Degree in Business Administration or Accounting or equivalent of education and experience.
- Five (5) years of experience, of which two must be as a supervisor in private industry or with a tribal government.
- Must be a CPA or a CIA or be a Certified Public Finance Officer (CPFO).

Employee’s Signature

Date

Supervisor’s Signature

Date