



Chicken Ranch Rancheria of Me-Wuk Indians of California

Dual Chief Financial Officer

Reports To: Tribal Chairman and CREDC Board Chairman
Department: Tribal Government & Chicken Ranch Economic Development Corporation
FLSA Status: Full-Time | Exempt
Salary Grade: TBD Based on Experience

POSITION SUMMARY:

The Chief Financial Officer (CFO) provides financial management responsibility for the Chicken Ranch Rancheria Me-Wuk Indians of California (CRR) and the Chicken Ranch Economic Development Corporation (CREDC), wholly owned by CRR. The CFO reports directly to the CRR Tribal Chairman and CREDC Executive Director (ED) and assists the Tribal Chairman and CREDC ED in all strategic and tactical matters as they relate to budget management, cost-benefit analysis, forecasting and the securing of new revenue streams and funding.

DUTIES AND RESPONSIBILITIES:

- Directs the CRR and CREDC's financial planning and accounting practices.
- Oversees all financial, project/program and grants accounting.
- Manages financial and accounting system controls and standards and ensures timely financial and statistical reports; advises the Tribal Chairman, ED, CREDC Board and Tribal Council with respect to reporting, planning, practices, stability, liquidity and financial growth.
- Works with the ED on the CREDC's strategic vision, including fostering and cultivating stakeholder relationships on city, state, and national levels, as well as assisting in the development and negotiation of contracts.
- Maintains internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures; directs treasury activities, such as custodian of funds, securities and assets of the CRR.
- Prepares and reviews proformas and budgets of new and existing operations and departments; recommends the annual budget for Tribal Council and/or CREDC Board approval; achieves the financial objectives of the organization by exercising control and implementation over the budgetary processes of all facilities and capital budgets.
- Oversees and coordinates all annual budgeting and planning processes; administering and reviewing all financial plans and compares to actual results with a view to identify, explain, and correct variances as appropriate; monitor progress and changes and keep the Tribal Council and CREDC Board updated on the Tribe's and CREDC's financial status.
- Oversees all financial, project/program and grants accounting; ensures that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government grants.
- Oversees external audits; responds and corrects any deficiencies; signs and approves the annual audit.
- Coordinates tax reporting programs and investor relation activities. Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.

EXPERIENCE, QUALIFICATIONS AND EDUCATION:

- Bachelor's Degree in accounting, finance, or related field.
- Master's Degree and/or Certified Public Accountant preferred.
- Seven years of progressive experience with five years in a manager or supervisory capacity.
- Experience laws, regulations and rules governing work requirements in Native American governments and enterprises.
- Grants management experience as it relates to compliance and reporting of government grants.
- Experience with Native American funding, taxes, revenues and not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, TANF program regulations and compliance requirements, and appropriate Code of Federal Regulations sections.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Signature:

Date:

**Indian Preference will be given to qualified Native American Applicants, as provided in Section 7(b) of the Indian Civil Rights Act.*

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.