



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Chief Financial Officer

****Re-Advertised****

OPEN: September 9, 2020

EXEMPT: Yes

SALARY: (15) \$58.03-\$65.00 per hour DOE

SHIFT: Day time and some evenings

LOCATION: LIBC Admin Building

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: OMB

DEPARTMENT: Finance

SUPERVISOR: Treasurer

VACANCIES: 1

JOB SUMMARY: Under the direction of the Treasurer, the CFO shall be responsible for developing and implementing policies and procedures to assure that personnel are authorized to spend or obligate Tribal funds, in compliance with the requirements of the Budget Ordinance, pertinent Council policies and federal, state or local regulations. The CFO ensures the appropriate management of the Finance and Accounting Departments to provide the tribal Treasurer, Council members, Chief of Staff, and General Manager to receive accurate and timely financial statements and budget information. The CFO shall be responsible for the preparation and explanation in a clear and understandable way, the Treasurer's Report and other financial data that the tribe requests. Directs and oversees budgeting, audit, tax, accounting, purchasing, realty or asset management and insurance activities for the organization.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Manage the Finance Department: Risk management, grants and contracts management, cash and asset management, insurance plan, financial reporting, budgeting and banking.
2. Oversees accounting department, budget preparation, and audit functions. Meets regularly with department directors/managers to keep informed and to offer direction.
3. Determine requirements for financial analysis, planning, control, and reporting systems that adequately monitor and provide financial insight into the operation of LIBC's organization/entities.
4. Plan, develop, organize, implement, direct and evaluate the organization's fiscal performance in accordance with the 5 year financial plan.
5. Provide leadership skills necessary to mentor, guide and develop subordinate managers, supervisors and line employees.
6. Shall ensure that the debt of the tribe is managed according to the terms and conditions of all debt and in accordance with the tribal debt management plan.
7. Primary participant and advisor to the Chairperson of LIBC, General Manager, Chief of Staff, Directors, Commissions and Council during the annual budget process leading to the ultimate goal of obtaining a Council approved budget for the next budget year.

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9. Reports to the Budget Committee the financial performance of budget vs. actual, financial statements, updates and development of policies and procedures, inform of problem areas with recommended solutions.
10. Provide timely financial reports of expenditures to LIBC and each of the commissions concerning their expenditures.
11. Assist the Treasurer in facilitating Budget Committee meetings. Provide the necessary budget and financial information to support the deliberations of the Budget Committee.
12. Facilitate and/or provide technical support, advice if needed, to tribal enterprises or project management on financial and accounting related matters.
13. In conjunction with the Treasurer and working relationship with the General Manager, appoints the Auditor to perform the annual audit.
14. Inform the General Manager, Chief of Staff, Directors, and the Treasurer of trends in the financial performance of various segments (tribal enterprises, etc.) of the organization that may require action.
15. Determine requirements for financial analysis, planning, control, and reporting systems that adequately monitor and provide financial insight into the operation of LIBC's organization/entities.
16. Provide supervision of the Finance department personnel and manage them in accordance with the LIBC Personnel Policies and complete periodic employee performance evaluations.

MINIMUM QUALIFICATIONS:

- Bachelor's degree accounting or finance.
- CPA Required, or willing to complete the CPA exam within 12 months from the date of hire. Employment for a non-CPA candidate is contingent upon the completion of the CPA exam.
- Five (5) years of progressive work experience in tribal government/tribal entity finance and accounting fields.
- Five (5) years supervisory or management experience.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated ability to provide overall financial leadership to the council and manage the Finance Department.
- Demonstrated ability to prepare annual financial statements in accordance with the U.S. accounting standards (ie. GAAP and GASB).
- Must have the ability to clearly communicate with the LIBC bankers, auditors, insurance carrier, government agencies, and LIBC staff or other Indian Tribes.
- Must have the ability to handle multiple tasks and meet deadlines when required.
- Knowledgeable in the management and development of automated accounting systems; including a broad range of government accounting programs.
- Demonstrated ability to develop and implement policies and procedures for the Budget Ordinance and provide the training necessary to all managers under this ordinance.
- Must have the ability to communicate clearly, write clearly and possess excellent presentation skills to be used for LIBC Council and General Council meetings and other meetings when required.

- Must have the capability to prepare and present complex written financial and economic reports and studies to a lay audience.
- Demonstrated knowledge of indirect cost principles to produce and complete annual indirect cost proposals.
- Ability to maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.