



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Chief Financial Officer

Department: Accounting/Treasury

Employment Status: Regular

Class: Full-Time

Location: Bartlesville, OK

Immediate Supervisor: Chief with Tribal Council approval

Date Prepared: 08/01/2014

GENERAL DESCRIPTION:

The Chief Financial Officer for the Delaware Tribe of Indians is responsible for direction and oversight of the Accounting Department and ensuring that federal and tribal laws and regulations are enforced as they pertain to the accounting functions of the Tribe.

QUALIFICATIONS:

Must be a Certified Public Accountant

Proficient in Sage Fund 100 Accounting preferred but not required. Must become proficient within 90 days of hire.

Requires a high level of personal integrity and ethics

Requires a high level of problem solving skills

Requires high skill level in grant writing, administration, and compliance with grant regulations.

Requires familiarity with the concepts of project management

Requires familiarity with HUD and NAHASDA financial management

Requires high skill level with the concepts of budget development and compliance with Tribal budgets

Requires familiarity with planning concepts and processes including but not limited to program planning

Requires a high level of confidentiality

Requires willingness and ability to learn new skills, including travel to conferences and training sessions

Requires ability to use Microsoft Office Suite programs

Requires good interpersonal communication and teamwork skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training

DUTIES AND RESPONSIBILITIES;

Prepare monthly financial reports for the Tribal Council and Trust Board

Prepare annual budgets for all funds and monitor the activity throughout the year

Approving the reconciling of all bank statements and investments

Prepare monthly closing entries such as space costs, indirect costs, and accrued revenue

Provide cash management for all tribal funds and grant funds

Procure an independent annual audit and assist with any activities required to produce annual audit

Maintain permanent files on tribal activities

Maintain all other accounting files in agreement with Tribal policies and procedures

Provide leadership and oversight to the Accounting department/Treasury and its staff

Monitor payroll activities for accuracy and reconcile payroll quarterly to the general ledger

Maintain appropriate insurance coverage for all tribal activities and assets

Assist department directors with the preparation of annual budgets

Develop annual plans for the Treasury

Provide financial advice and assistance when requested to do so by Tribal leadership

Other duties as assigned by the Chief with Tribal Council approval