



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

### **JOB DESCRIPTION**

**POSITION:** Chief Financial Officer

**LOCATION:** Red Cliff Tribal Administration Office

**SALARY:** Negotiable based on qualifications

**THIS IS A REGULAR FULL-TIME EXEMPT POSITION**

#### **JOB SUMMARY, DUTIES AND RESPONSIBILITIES:**

This position is responsible for:

- Directing and managing the Tribal government's accounting practices.
- Financial planning and advisement.
- Reporting in coordination with the Tribal Treasurer and Division Administrator Manager to the Tribal Council.
- Enforcement of and compliance with all applicable internal and external policies, laws and regulations.
- Ensuring that work is performed in accordance with the Government Accounting Standards Board (GASB) and Office of Management and Budget (OMB) regulations, laws and policies applicable to Tribal governments.
- Monitoring the financial management and accounting practices of Tribal entities operating within the Tribal government structure.
- Planning, coordinating, and preparing for yearend audits; developing responses to audit recommendations in a timely manner.
- Developing and fostering relationships with government agencies, banking and lending institutions, investment managers, other Tribes, insurers, the financial community by performing the above stated duties personally or through subordinates.
- Performing related work pursuant to the duties and responsibilities stated above in conjunction with the philosophy, mission and goals of the Red Cliff Band of Lake Superior Chippewa.

**SUPERVISORY AUTHORITY:** Finance Departmental Staff

*"The Hub of the Chippewa Nation"*



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

### **KNOWLEDGE AND QUALIFICATIONS:**

- Requires a minimum of a Bachelor's Degree in Accounting, Finance or Business Administration of a closely related field. (CPA, Master's Degree preferred).
- Requires a minimum of five (5) years or progressively more responsible financial, accounting and supervisory experience with last three years at the executive management level.
- Requires advanced knowledge of governmental, business accounting and auditing standards and practices.
- Minimum of 5 years experience in governmental accounting and experience with Tribal government and funding agencies required.
- Requires independent decision making skills supported by excellent analytical skills and professional judgment.
- Must have the ability to direct and supervise multiple projects simultaneously as well as the finance department staff.
- Must have excellent interpersonal skills.
- Must have excellent written and verbal communication skills.
- Must be familiar with accounting, management and office software systems. Familiarity with SAGE MIP accounting software preferred.
- Knowledge of Native American culture, Tribal Governmental operations.
- Familiarity with Federal and State appropriation processes so timely recommendations can be made.
- Knowledge of indirect cost allocations, proposal submission and negotiations with appropriate agency representatives.
- Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.
- Position subject to pre-employment drug testing and criminal history background check.

**PERSONAL CONTACTS:** Contacts on daily basis with Tribal Administration, Tribal Program Administrators / Directors, various governmental agencies and funding sources as needed.

**PHYSICAL REQUIREMENTS:** Primarily office position that may require bending, lifting and reaching. May need to lift up to 25 pounds.

*"The Hub of the Chippewa Nation"*



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

**WORK ENVIRONMENT:** All Tribal Buildings are smoke free.

**TRAVEL REQUIREMENTS:** Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** January 5, 2018

**DEADLINE:** Open until filled

**FOR FURTHER INFORMATION:**

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)

[diane.cooley@redcliff-nsn.gov](mailto:diane.cooley@redcliff-nsn.gov)

(715) 779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECT TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.**

*"The Hub of the Chippewa Nation"*