



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 05/12/2016 Closing Date: Open Until Filled**

**Position Title:** Chief Financial Officer

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**Department:** Fiscal

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**Work Schedule:** Monday- Friday 8:00AM- 5:00PM

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**Wage Rate:** Pay Range 73: \$98,462.67-\$126,040.55/ YR/DOE/ Non-Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Proof of Bachelor's Degree or MBA
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit to:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB ANNOUNCEMENT

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**POSITION TITLE:** Chief Financial Officer      **WORKSITE:** Tule River Indian Reservation  
340 N Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

Responsible for the leadership and oversight of the overall financial operations of the tribal organization, including financial management and planning, accounting, recordkeeping, auditing, financial reporting, and analysis. The Chief Financial Officer (CFO) is expected to assist in achieving the Tribe's financial goal of stability, objectives, and budgets. The CFO oversees and supervises the financial requirements of federally funded programs. The CFO is a steward of the Tribe's financial assets, and must demonstrate the highest degree of integrity and ethics. The CFO reports directly to the Tribal Chairman, Tribal Treasurer, and Tribal Council.

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### QUALIFICATIONS

1. Bachelor's degree in accounting, business is required, MBA preferred.
2. A minimum of 7 years experience working in accounting, with 5 years working in accounting management as a Controller or Chief Financial Officer required.
3. Prior experience in Native American Tribal Government environment preferred.
4. Experience in governmental accounting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, payroll, accounts receivable, accounts payable, budget preparation, and administration.
5. Skills in Organization Development and management experience as applied to the analysis and evaluation of programs, policies and procedures, and operational needs.
6. Sufficient knowledge of Tribal Law, applicable Federal Law, applicable State Laws, codes and regulations including Non-Profit and For Profit Accounting, GASB, FASB, and OMB Super Circular.
7. Sufficient knowledge of United States generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS)
8. Experience in developing Indirect Cost Proposal and negotiation with Interior Business Center.
9. Knowledgeable of MS Office, Word, Excel, PowerPoint, and Access
10. Experience in implementation of Gaming Revenue Allocation Plan and Self Insurance, preferred.
11. Sufficient experience working with a board of directors, auditors, and tribal members.
12. Must be professional, polite, and respectful towards all guests.
13. Must be able to handle extended hours when necessary.
14. Must possess a Valid California Drivers License and be insurable through the Tribe.

15. Must successfully complete a pre-employment drug screen and background investigation.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees, plans, organizes and directs all operations of the Finance Department including treasury management, budgeting, audit, tax, accounting, purchasing, real estates, long range forecasting, and insurance activities for the organization.
2. Directs the Finance Department staff in providing direction, procedures and computer application systems necessary to maintain proper records and to afford adequate accounting controls and services.
3. Appraises the organization's financial position and issues periodic reports on organization's financial suitability, liquidity, and growth.
4. Directs and coordinates the establishment of Program Budgets.
5. Coordinates tax reporting programs and investor relation activities.
6. Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
7. Oversees and directs the preparation and issuance of the Tribal Government's annual report.
8. Directs and analyzes studies of general economic, business and financial conditions and their impact on the organization's policies and operations.
9. Analyzes operational issues impacting functional groups and the whole institution, and determines their financial impact.
10. Evaluates and recommends business partnering opportunities.
11. Establishes and maintains contacts with stockholders, financial institutions, and the investment community.
12. Establishes, or recommends to management, major corporate economic strategies, objectives, and policies for the company.
13. Recommends modifications to existing Tribal Government programs.
14. Prepares reports which summarize and forecast company business activity and financial positions in areas of income, expense, and earnings based on past, present, and expected operations.
15. Advises management about insurance coverage for protection against property losses and potential liabilities.
16. Provides management with timely reviews of organizations financial status and progress in the various programs activities.
17. Follow all policies and procedures and promote environment that appreciates diversity and treats all people with respect, prohibiting discrimination and harassment of any kind.
18. Comply with all safety, health and environmental policies, procedures and regulations.
19. Develops and Negotiates Indirect Cost Proposals with the Interior Business Center.
20. Ability to influence others in a positive manner.
21. Ability to handle and maintain confidential information.
22. Provide support to other Departments as needed to reinforce the best interest of the Tule River Tribe.
23. Other duties as assigned.

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### SKILLS AND ABILITIES:

1. Excellent interpersonal skills with demonstrated patience, tact and respect.
2. Must be able to work from oral and written instructions.
3. Excellent verbal and listening skills.
4. Ability of calculate figures and amounts such as discounts, interest, commissions, proportion, percentages, area, circumference, and volume.
5. Ability to interpret financials, accounting documents, and policy and procedures.
6. Able to effectively establish priorities and meet deadlines.
7. Exceptional detail and follow-up skills.
8. Ability to quickly evaluate alternatives and decide on a plan of action.

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### PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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<b>Position reports to:</b>	Tribal Chairman / Tribal Treasurer / Tribal Council
<b>Position Supervises:</b>	Fiscal Staff
<b>Working Hours:</b>	Monday – Friday 8:00AM – 5:00PM (Hours may vary)
<b>Salary:</b>	Pay Range 73: \$98,462.67- \$126,040.55/ YR Paid Bi-Weekly / Non-Overtime Eligible
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO, and 401k Participation

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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.