



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>February 28, 2024</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>Until Filled</b>
<b>POSITION TITLE:</b>	<b>Chief Financial Officer</b>
<b>SUPERVISES:</b>	<b>Yes</b>
<b>STARTING SALARY:</b>	<b>\$130,900.64 or Negotiable Depending on Experience</b>
<b>GRADE:</b>	<b>20</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>Yes</b>

### **GENERAL STATEMENT OF RESPONSIBILITIES:**

Under the general supervision of the Tribal Administrator, the Chief Financial Officer (CFO) is responsible for providing financial expertise and services supporting the Susanville Indian Rancheria (Tribe) and Lassen Indian Health Center in establishing strategic financial goals, policies and procedures, thereby financial accountability to the Tribal Business Council, Health Board, program directors, department heads and tribal membership. The CFO is responsible for the overall fiscal condition of the Tribe, oversees the implementation and consistent application of sound management practices and controls, including, but not limited to: Government Wide: 1.) audit compliance, 2.) budget forecasting, 3.) financial policies and procedures, 4.) financial management practices, 5.) banking/financing relationships, and 6.) revenue identification and cost controls; and Tribal Wide: 1.) audit compliance, 2.) budget submittals, 3.) revenue receipt, and 4.) tribal tax compliance. In addition, the CFO operates in an advisory capacity on financial matters related to tribal enterprises and businesses. The CFO ensures that all accounting and financial operations are executed in accordance with the system of internal controls, and all applicable tribal, state, and federal regulations and are in accordance with the accepted accounting principles and governmental accounting standards. The CFO is responsible for the indirect cost rate proposal and negotiations, as well as fixed asset management. The CFO is responsible for, and supervises (directly or indirectly), all personnel assigned to the fiscal department.

## **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Develops, establishes, and maintains proper accounting procedures and internal control processes to ensure that the financial accounting records, financial reports, management reports and financial budgets are accurate, complete, and timely and presented in a professional manner.
- Develops and implements an effective system of cash management and investment that maximizes return on idle funds, anticipates cash needs, and assures effective and efficient cash flow.
- Reviews internal controls and establishes policies and procedures at the management level to ensure adequate safeguard of assets in compliance with accepted accounting principles.
- Manages general ledger accounting, including all balance sheet accounts (bank reconciliation), coding of expenditures to proper budget accounts as well as chart of accounts.
- Ensures that accounts payable are paid in a timely manner.
- Prepares complex accounting records, reports, and analysis in all areas of tribal finances.
- Works with staff to ensure clinic third party billing is reconciled and distributed to the proper accounts.
- Ensures Medicare cost reports are submitted in a timely fashion (due by May 31).
- Analyzes department financial reports on a regular basis (minimum quarterly) to ensure that the Tribe can meet financial obligations.
- Analyzes financial records to forecast future financial position and budget requirements.
- Controls the preparation of forms, reports, and other required documents necessary for compliance with state and federal regulatory requirements related to contracts and grants.
- Facilitates the preparation and submission of grant reimbursement draw requests to the awarding agency in a timely manner.
- Facilitates the preparation and submission of all grants required reports and close out arrangements with granting agencies in accordance with the terms of the grant agreements.
- Assures protection for the assets of the organization through internal control and internal auditing procedures.
- Responsible for compliance with all federal, state, tribal, payroll and other applicable taxes.

- Meets with program directors, department heads and other managers on a regular basis to aid and ensure coordination of financial and programmatic data.
- Analyzes financial trends and explains assumptions, methodology and anticipated results, directly support tribal executive level managers in the day-to-day cost control and financial performance of each program.
- Serves as financial advisor to Tribal Business Council and Health Board, as well as enterprise boards. Reviews the financials, assists with analysis of business opportunities presented to the tribe, and reviews business plans and other offerings by tribal businesses.
- Coordinates the annual budget (BIA, IHS, tribal contracts and/or grants, as well as gaming and non-gaming enterprises) process for all tribal funds and departments, including preparation of initial budgets. Monitors plans, projects, and report progress on a monthly, or more frequent, basis to the appropriate Tribal Business Council or Tribal Health Board entity.
- Completes special financial analysis work and other administrative duties as requested by the Tribal Business Council.
- Prepares monthly financial reports on all programs for presentation to the Tribal Business Council or Health Board.
- Provides quarterly financial status reports for all tribal governments' funds, IDC pools, grants/contracts, investment data, general funds, and trust accounts, if any.
- Ensures tribal entities provide timely and accurate reports for proper analysis of budgets, financial trends, and forecasts.
- Ensures tribal entities comply with all applicable tribal tax requirements.
- Prepares the indirect cost proposal and monitors compliance with specifications contained therein. Interfaces with tribal departments to assure the IDC funding allocations adequately support operational requirements. Manages the IDC agreement in compliance with federal specifications for cost reimbursements.
- Coordinates the annual independent audit of tribal financial records and preparation of audited financial statements as well as any other audits and the related preparation of audit records.
- Coordinates and administers an adequate insurance and risk management plan.
- Works and participates with the Human Resources Manager in the decision-making process on insurance and retirement plans.
- Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

- Reviews and updates the tribe's fiscal manual and budget ordinance on an annual basis.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Supervises accounting management and support staff to ensure proper compliance with, and execution of, accounting policies and procedures as well as tribal personnel guidelines.
- Reviews and monitors the work-product of accounting staff to ensure the accuracy, completeness, timeliness, and proper presentation of accounts receivable, accounts payable, general ledger, payroll tax, revenue collection and investment, grant and cost accounting, capital purchasing and disposition, material and services procurement, and other accounting information.
- Responsible for comprehensive personnel management including supervising, evaluating, and developing training programs.
- Reports to the General Council on the financial status of the tribe at least once per year.
- Other duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- A. Excellent written and verbal communication skills.
- B. Ability to be bonded.
- C. Ability to work flexible work hours.
- D. Ability to relate to tribal members and the public.
- E. Ability to understand and comprehend the different business, program activities of the tribe, and make recommendations to the tribal, health and economic enterprise level leaders pertaining to their financial/business matters/operations.
- F. Knowledge and understanding of GASB requirements.
- G. Demonstrated knowledge of GAAP requirements.
- H. Knowledge of tribal tax and tax codes.
- I. Skills with computer in areas of database, spreadsheet, graphics, and accounting software packages.

### **MINIMUM QUALIFICATIONS:**

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

### **ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

6. Bachelor's Degree in Accounting, Finance, or Business Administration with emphasis in Accounting or Finance, Master's Degree preferred.
7. Any one of the following or equivalent desired: certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Management Accountant (CMA), Certified Government Financial Manager (CFGFM) or Certified Government Auditing Professional (CGAP).
8. Minimum of eight (8) years progressive management experience in the accounting field of which three (3) years involved supervisory functions and a minimum of three (3) years in governmental accounting. In addition, three (3) years' experience in for-profit business accounting, with emphasis on financial analysis and/or business startup.
9. Minimum of five (5) years' experience maintaining and operating a budget for a complex organization with multiple funding sources and departments.
10. Minimum of five (5) years' experience in automated accounting software programs.
11. Substantiated experience with tax code enforcement and development of tax codes.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

**2. WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

## **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

1 <sup>st</sup> Preference:	Enrolled member of a Federally Recognized Tribe.
2 <sup>nd</sup> Preference:	Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3 <sup>rd</sup> Preference:	All other applicants.

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.

3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [wbrown@sir-nsn.gov](mailto:wbrown@sir-nsn.gov) or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.