



MESCALERO APACHE TRIBE Position Description

JOB ANNOUNCEMENT

Position Title: Chief Financial Officer
Department: Finance
Employment Status: Exempt **Grade:** E9
Opening date: August 14, 2020 **open until filled**

Job Summary

The Chief Financial Officer (CFO) is responsible for developing, implementing and evaluating department accounting policies, procedures, record keeping and reporting systems. Operates programs in compliance with tribal, state and federal laws and regulations. Interfaces with Tribal management departments to assure tribal resources are managed in an accountable and ethical manner. Responsible for all financial and fiscal management for Mescalero Apache Tribe. This is key management position responsible for the effective development, implementation and administration of the financial management system. Provides leadership and coordination in the administrative, business planning, accounting and budgeting efforts. Oversees the management of the operations of the financial and related functions of the organization. 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 in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Supervision

The position functions with considerable latitude and independent judgement and decision making in compliance with tribal management systems, code of ethics and applicable laws.

Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- The CFO is responsible for the tribal annual audit and any other audits including responding and correcting any deficiencies.
- Develops internal control, policies process, procedures, and updates or creates the tribal accounting manual.
- The CFO provides quarterly financial status reports for all tribal governments' funds, IDC pools, grants/contracts, investments data, general funds, and trust accounts if any.
- The CFO initiates and oversees the Tribes ability to secure all financing for whatever purposes deemed necessary by the tribe. .
- The CFO establishes the indirect cost proposal and monitors compliance with specifications contained therein. The CFO interfaces with Tribal departments to assure IDC funding allocations adequately support operational requirements. Manages the IDC Agreement in compliance with federal specifications for cost reimbursements.
- Provides direction and recommends approval for decisions on employee benefits and retirement plan.

- Reviews and recommends approval of grants, contracts, and awards for which MAT receives revenue in exchange for specified services. Develops and oversees implementation of a management information system to track and coordinate all programs funded by outside agencies to ensure compliance. Insures all reporting requirements are completed.
- 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.
- Oversees the overall financial results including strategic, planning, operations, and cash management.
- Maintains relationships with financial institutions and the investment community.
- Responsible for financial operations in main office during feast celebrations.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field.
- Official college transcript required.
- MIP/Sage and other accounting software system experience.
- A Certified Public Accountant or other accounting certification required.
- Experience working with Tribal Government preferred.
- Must be bondable
- Experienced working with general ledgers, cash flow and budgeting management systems.
- Experience managing Federal, state contracts and other reporting and budgeting.
- Must be an excellent communicator.
- Seven years in a manager or supervisory capacity.
- Fund accounting experience required.
- Indirect cost negotiations.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of accounting software.
- Knowledge of the principles and practices of management accounting, finance, and business administration.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

- Skill in budget preparation and administration.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to plan, create, and deliver informational and educational presentations and classes.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to prepare and present financial statements.
- Ability to be persuasive and tactful in controversial situations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is performed in an office environment with a moderate noise level. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.

Signature:

Employee Signature:

Date:

Supervisor Signature

Date: