

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Chief Financial Officer	Posting Date:	09/20/2019	Closing Date:	10/04/2019
Department:	Finance	Status:	Regular Full-Time		
Duty Location:	Carnegie, OK	Salary:	Depending on Exp & Qualifications, Negotiable		

Job Summary:

Serves as the Chief Financial Officer (CFO) and develops operational and financial strategies and monitoring of systems to preserve tribal assets and provide accurate financial reports. Supervises the Finance staff and serves as chief financial spokesperson for the tribe. Reports directly to the Executive Director and directly assists on all strategic and tactical matters as related to fiscal management, cost benefit analysis, operating budget, and securing new funding. Develops financial strategies by forecasting capital, facilities, staff requirements, identifying monetary resources, and developing action plans. Monitors financial performance by measuring and analyzing results and initiating corrective actions.

NOTE: The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k).

Qualifications:

Master's Degree in accounting including at least 5 years of accounting and financial management experience; OR Bachelor's Degree in accounting including 5 or more years of financial management and accounting experience in day-to-day financial activities or operations of a medium to large organization with a workforce of at least 50 staff persons; OR an equivalent combination of education and experience determined to be acceptable. Experience with financial statements, budget planning and development. Certified Public Accountant (CPA) preferred. Knowledge of non-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB circulars A-133, A-110 and A-122, and appropriate federal regulations. Knowledge of general office software, particularly Microsoft Office Suite and MIP software or other general ledger software and use of databases and spreadsheets.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Must possess a Valid Oklahoma Driver's License and insurable for liability insurance under the Kiowa Tribe's Driving Policy.
 Must submit to and pass a pre-employment background check.
 Must submit to and pass a pre-employment drug test.
 All tribal positions are subject to random drug testing in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org