

FORT BELKNAP INDIAN COMMUNITY
Fort Belknap Agency
656 Agency Main St.
Harlem, MT 59526

TITLE: CHIEF FINANCIAL OFFICER

STATUS: CONTRACTUAL

DEPT: FINANCE

SALARY: NEGOTIABLE

SUPERVISION RECEIVED:

Works under the general supervision of the Tribal Council Officers: President, Vice-President, and Secretary-Treasurer

POSITION DESCRIPTION:

As a key member of the Executive Administrative Team, the Chief Financial Officer (CFO) will report specifically to the Fort Belknap Indian Community Council (FBICC) Officers and generally be accountable to the full FBICC. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the FBICC. This will include direct responsibility for accounting, finance, forecasting, strategic planning, job costing, project analysis and negotiations, financial and vendor relationships and compliance with grant and contract financial requirements.

DUTIES AND RESONSIBILITIES:

Planning

1. Assist in performing all tasks necessary to achieve the FBICC's mission and goals.
2. Monitor and direct the implementation of strategic business plans.
3. Develop performance measures that support the FBICC's strategic direction.
4. Evaluate and advise on the impact of long range planning, introduction of programs/strategies and regulatory action.

Budgeting and Forecasting

1. Manage processes for preparing financial forecasting, budgets and reporting to the FBICC.
2. Provide the FBICC with an operating budget. Work closely with Secretary/Treasurer and CAO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.
3. Assist in the design, implementation and timely calculations of salaries and wage incentives for staff as it relates to the budgeting process.
4. Manage the capital request and budgeting processes.
5. Responsible for indirect cost proposal and budgets within the Tribal General Fund with annual recommendations for improving collections and percentages.

Operations

1. Establish and maintain strong relationships with Council, Division Managers and program directors. Identify their needs and seek a full range of business/financial solutions.
2. Direct and oversee all aspects of the finance and accounting functions of the FBICC, including but not limited to; purchasing, accounts payable, payroll, grant and contract accounting, account reconciliations, draw downs and reimbursements, and audit preparation.
3. Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs.
4. Ensure effective internal controls are in place and ensure compliance with GAAP and applicable federal, state, local and tribal regulatory laws and requirements.
5. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, and all 401(k) compliance issues are met, and the preparation of the annual financial statements is in accordance with GAAP and federal, state and other required supplementary schedules and information.
6. Train finance staff and program directors on raising awareness and knowledge of financial management matters.
7. Assist in other duties as assigned.

Funding

1. Monitor cash balances and cash forecasts.
2. Monitor draw downs, requests for reimbursements and deferred revenue balances.
3. Arrange for debt and equity financing as needed.
4. Ability to draft/redraft policies from concept to final format

Financial Reporting

1. Responsible for the management and coordination of all fiscal reporting activities for the FBICC including: revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets.
2. Responsible for development and implementation of a monthly, quarterly and annual financial reporting mechanism to the FBICC.
3. Monitor budgets to ensure maximizing use of funding levels, limiting program carryover and disallowing over budget expenditures.

Risk Management

1. Understand and mitigate key elements of the FBICC's risk profile.
2. Construct and monitor reliable control systems.
3. Ensure that the FBICC complies with all legal and regulatory requirements.
4. Ensure that record keeping meets the requirements of auditors and government agencies.
5. Report risk issues to the FBICC.
6. Responsible for annual financial policy and procedures review and recommendations to the FBICC when modifications are necessary.

EDUCATION AND EXPERIENCE

1. BS in Accounting required, MBA and /or CPA highly desirable
2. 10+ years in progressively responsible financial leadership roles
3. 5+ years' experience in a tribal, other governmental, business or non-profit financial management office.

REQUIRED COMPETENCIES, KNOWLEDGE AND ABILITIES

Knowledge of:

1. Governmental accounting in accordance with U.S. Generally Accepted Accounting Principles
2. OMB 2 CFR Chapter 1, Chapter 2, Part 200, et. al., Uniform Administration Requirements, Cost principles and audit requirements for federal awards: final rule
3. Knowledge of Accounting systems
4. PL93-638 Contract Programs
5. 477 Programs

Ability to:

1. Foster and cultivate business relationships
2. Create and assess financial statements and budget documents
3. Recognize and be responsive to the needs of the FBICC
4. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis
5. High level of integrity and dependability with a strong sense of urgency and results orientation
6. Perform detailed work accurately, efficiently and promptly
7. Ability to plan, organize and meet deadlines
8. Supervise staff including regular progress reviews and plans for improvement
9. Communicate effectively in both written and verbal forms
10. Ability to use Excel spreadsheets proficiently

WORKING CONDITIONS

Incumbent will work in a normal office environment; extensive computer usage and the use of normal office equipment.

SPECIAL CONDITIONS

1. Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol testing policy, prior to and during employment.
2. Will be expected to maintain certain levels of performance and conform to established personnel policies of the FBCC.
3. Will be subject to a background investigation to include work and criminal history.
4. Must never have been convicted of theft, embezzlement or related crime or a Felony.
5. Must be bondable.
6. Must possess a valid State of Montana Driver's License and be eligible for coverage under the Tribal Insurance Master plan.

IMMIGRATION REFORM AND CONTROL ACT:

Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.