

JOB OPENING ANNOUNCEMENT

(Repost)

Job Title: Finance Director

Report To: Executive Branch

Department: Finance

Job Vacancy: YAN-20-051

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 12-21-2020

Closing Date: Until Filled

POSITION DESCRIPTION:

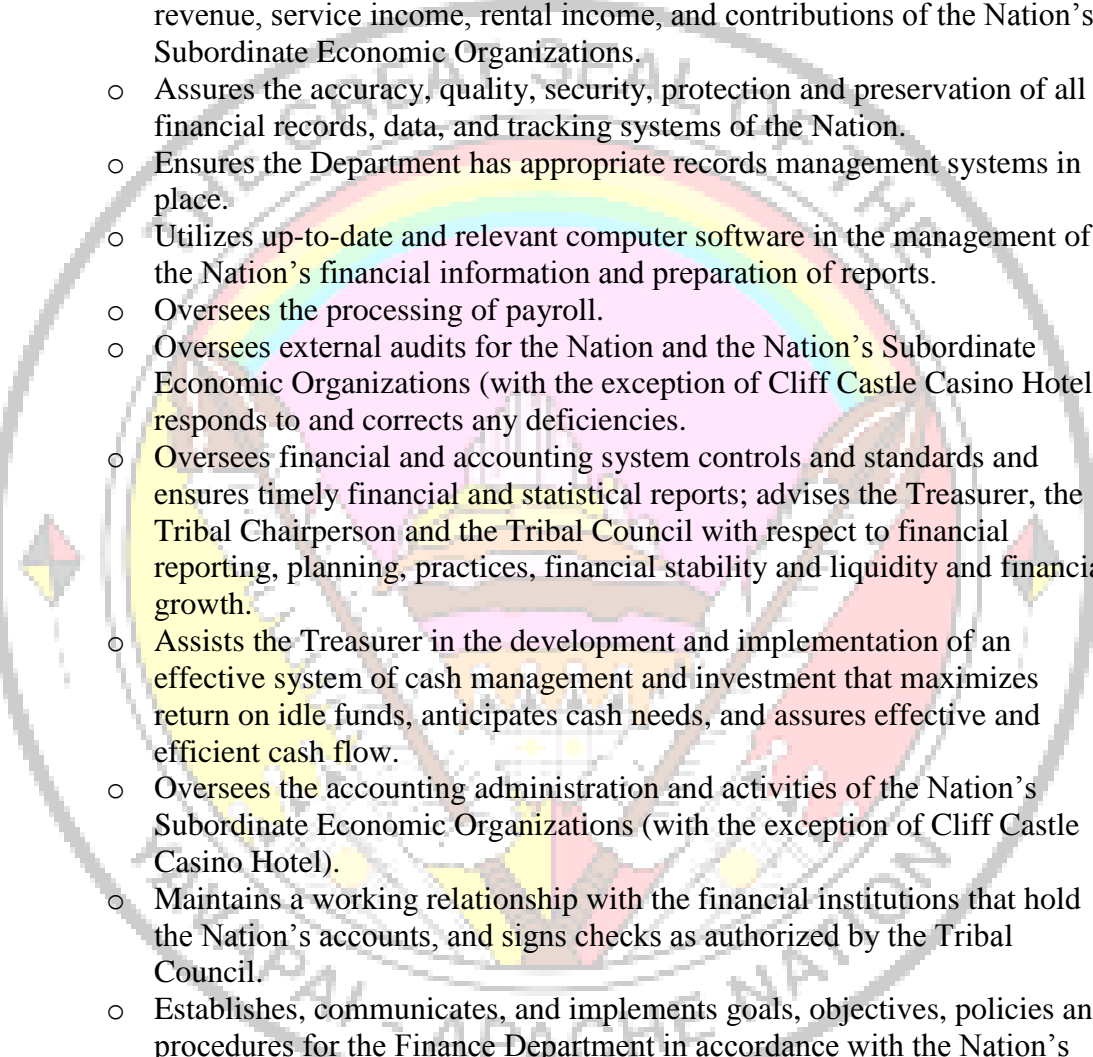
The Finance Director provides day-to-day administration of the Nation's finances. The Finance Director manages the Finance Department and supervises all staff within the Finance Department in carrying out the Department's operations.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, Finance or related field from an accredited university.
- CPA (Certified Public Accountant) certification preferred, not required.
- Minimum seven (7) years progressive experience with auditing, finance and computerized accounting management, prefer at least one (1) year experience with tribal issues and tribal government accounting management.
- Five (5) years in a manager or supervisory capacity.
- Ability to read, analyze and interpret complex financial data.
- Ability to make effective presentations on controversial or complex topics.
- Proficiency in financial reporting and management computer software systems.
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Evidence of continuing education to maintain any required Certification/License and update knowledge and skills.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- **Management**
 - Manages the Finance Department professionally and in the best interests of the Nation.
 - Ensures appropriate Finance Department staffing levels based on efficiency and cost effectiveness as required to maintain operational requirements in accordance with sound internal controls and financial management practices.
 - Supervises Department employees and improves employee effectiveness by hiring, counseling, training, and recommending disciplinary action for Department employees; plans, delegates, monitors, and appraises job tasks and results in a timely manner.

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- Ensures that all accounting and financial operations are executed in accordance with a system of internal controls and all applicable tribal, federal, and state laws and regulations, and in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards.
 - In cooperation with the Treasurer, accepts, receives, and safeguards all funds in the custody of the Nation, deposits such funds as directed by the Tribal Council, and keeps accurate records of all such funds, including receipts and expenditures.
 - Collects and accounts for all revenue of the Nation, including fees, tax revenue, service income, rental income, and contributions of the Nation's Subordinate Economic Organizations.
 - Assures the accuracy, quality, security, protection and preservation of all financial records, data, and tracking systems of the Nation.
 - Ensures the Department has appropriate records management systems in place.
 - Utilizes up-to-date and relevant computer software in the management of the Nation's financial information and preparation of reports.
 - Oversees the processing of payroll.
 - Oversees external audits for the Nation and the Nation's Subordinate Economic Organizations (with the exception of Cliff Castle Casino Hotel), responds to and corrects any deficiencies.
 - Oversees financial and accounting system controls and standards and ensures timely financial and statistical reports; advises the Treasurer, the Tribal Chairperson and the Tribal Council with respect to financial reporting, planning, practices, financial stability and liquidity and financial growth.
 - Assists the Treasurer in the development and implementation of 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 accounting administration and activities of the Nation's Subordinate Economic Organizations (with the exception of Cliff Castle Casino Hotel).
 - Maintains a working relationship with the financial institutions that hold the Nation's accounts, and signs checks as authorized by the Tribal Council.
 - Establishes, communicates, and implements goals, objectives, policies and procedures for the Finance Department in accordance with the Nation's strategic financial plans.
 - Maintains strict confidentiality of the Nation's financial information.
 - **Budgetary**
 - Administers the Nation's annual approved General Fund Governmental Operations budget.
 - Administers approved grant and contracts budgets.
 - Expends funds in accordance with approved budgets and the Nation's laws and financial policies.

- Consults with the Treasurer in the preparation of a draft of the Nation's annual General Fund Governmental Operations Budget and the annual operating and capital budgets for the Nation's Subordinate Economic Organizations.
- Consults with the Treasurer concerning amendments to approved budgets.
- **Reporting**
 - Oversees and ensures all financial reporting requirements are complete to funding agencies as required by grants and contracts.
 - Prepares timely and detailed financial reports on the Nation's financial performance, including income, expenses and earnings, on a quarterly and annual basis and such interim reports as may be directed by the Chairperson or the Tribal Council.
 - Assists the Treasurer in preparing and providing financial reports to Tribal Council as requested.
 - Conducts financial analysis and forecasts and reports the same to the Chairperson and the Treasurer.
- **Policy**
 - Implement the financial policies of the Nation and recommends to the Treasurer changes to said policies as needed.
 - Develops, maintains and updates policies concerning the operations of the Finance Department, including internal accounting controls and policies governing the processing of data through the Finance Department.
- **Other**
 - Conducts, attends and participates in meetings with Yavapai-Apache Nation officials, personnel, other public agencies and the public.
 - Participates on various Nation work groups.
 - Maintains a positive working relationship with Tribal officials and personnel.
 - In consultation with the Nation's Attorney General prepares financial related contracts and assists in completing other legal transactions involving the Nation's finances.
 - Maintains professional education to keep abreast of changes in requirements which affect the Nation and current trends in the field of financial management.
 - Perform any other duties and assignments as required by the Chairperson or by the laws of the Nation.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

