



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill, PO BOX 2226 Oakhurst, CA 93644 (559) 412-5590

Chukchansi Sovereign Enterprises

POSITION DESCRIPTION – Chief Executive Officer (CEO)

Reports To: CSE Board of Directors

Status: Exempt

Department: Chukchansi Sovereign Enterprises

Salary Range: Negotiable

Summary & Scope of Position:

Chukchansi Sovereign Enterprises (CSE) is a federal corporation chartered by the United States under Section 17 of the Indian Reorganization Act of 1934, 48 Stat. 984, on behalf of the Picayune Rancheria of Chukchansi Indians, a federally recognized Indian Tribe. The Chief Executive Officer oversees the corporation and its subdivisions to ensure compliance with applicable tribal, federal, and state laws and ensure profitability. The CEO also works with the CSE board of directors to pursue other business and investment opportunities to benefit the Picayune Rancheria of Chukchansi Indians.

Primary Responsibilities:

- Facilitate business information to Board members/Council on business initiatives, recommendations, and profitability.
- Plan agenda for CSE Board meetings with Board Chairperson.
- Provide input to long range goals, formulate annual objectives, and direct the operational planning process.
- Prepare and monitor performance reports on achievement of goals and objectives
- Develop marketing plan and awareness campaign materials
- Assess and address stakeholder / partner needs.
- Oversee evaluation of products, services and investments.
- Develop new investments or revise current investments.
- Maintain oversight of investment records and prepare investment reports
- Prepare Company and Subsidiary operating and capital budgets.
- Ensure that Company expenditures are within budget
- Develop and implement financial and accounting policies and procedures, including policies related to retention of records, conflict of interest, and whistleblower policies.
- Prepare Financial reports for the Board, Council and auditors
- Ensure that there is adequate segregation of financial duties so that no one person is involved in all aspects of financial transactions.
- Ensure proper succession planning for each business entity and the overall corporation.

- Direct the work of the organization and its investments
- Hire, train, supervise, evaluate and discharge staff in line with company policies.
- Performs other duties as assigned.

Employment Qualifications:

- Masters Degree in Business, Finance, Entrepreneurship, or related field or six years relevant experience with demonstrable success.
- A working knowledge of Federal Indian Law and Business Law.
- At least 2-3 years leadership experience in CEO or equivalent position.

Other Requirements:

1. Must possess a valid State-issued Driver's License and insurance
2. Must be able to pass in-depth background check
3. Must pass drug test

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(1), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

(Approval Signature)

(Date)

(Employee Signature)

(Date)