



**Picayune Rancheria of the
CHUKCHANSI INDIANS**
49260 Chapel Hill | PO Box 2226 | Oakhurst, CA 93644 | (559) 412-5590

**REQUEST FOR PROPOSALS:
FINANCIAL CONSULTANT**

The Picayune Rancheria of the Chukchansi Indians (PRCI), a federally recognized sovereign Indian tribe, requests proposals for a Financial Consultant to serve the PRCI Council. The financial consultant selected will be compensated by contract and assist the Tribe in conducting its 2020 Tribal Business.

The Primary Responsibilities include:

The Responsibilities of the financial consultant are outlined in the position description. The position description is available for your review to assist with your proposal. Please contact the Tribal Administrator (contact information below) for a copy of the position description.

All RFP responses must be signed and must include the following:

1. A summary of your experience as a financial analyst;
2. A statement of proposed fees and costs;
3. Confirmation that no potential conflicts of interest would exist if appointed to serve as the Financial Consultant for CEDA;

PRCI exercises Native American preference in contracting. You are encouraged to include any information in your response that would qualify you for Native American preference. The selected individual/firm will be expected to sign a retainer letter that recognizes the sovereignty of PRCI.

Please submit all responses electronically to: smcdade@chukchansi-nsn.gov no later than 5:00 pm (PST) on Monday, January 20, 2020. If you have questions about this RFP, contact the Tribal Administrator at (559) 676-9109



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – Financial Consultant

Reports To: Tribal Council

Department: Finance

Status: Exempt

Salary Range: Contractor

Summary & Scope of Position:

The financial consultant will help accomplish financial objectives by assessing financial situation; developing and presenting financial strategies and plans; monitoring changes in financial status and business circumstances.

Duties & Responsibilities:

- Meeting prospects at company functions; responding to inquiries; developing promotions; presenting financial planning.
- Assesses financial situation by gathering information regarding investments, asset allocation, savings, tax planning, retirement planning, and estate planning; evaluating risk tolerance.
- Develops financial strategies by guiding PRCI Council to establish financial goals; matching goals to situation with appropriate financial plans.
- Obtains commitment by explaining proposed financial plans and options; explaining advantages and risks; providing explanations; alleviating concerns; answering questions.
- Monitors financial situation by tracking changes in wealth and business circumstances; analyzing financial plan results; identifying and evaluating new financial strategies; recommending changes in goals and plans.
- Provides financial management information by preparing financial status analyses and reports.
- Updates job knowledge by tracking financial markets, general economic conditions, and new financial products; participating in educational opportunities; reading professional and technical publications;

Skills Needed:

- In depth knowledge of finance, taxation, economics, insurance, risk management and accounting procedures.
- Superior working knowledge of financial and presentation tools and software, such as Excel and PowerPoint.
- Ability to clearly explain investment concepts and risks involved and to make presentations on the same.

- Analytical skills to quickly understand financial statements.

Requirements:

- A Bachelor's degree in Finance; Master of Business Administration (MBA) preferred.
- Certifications in Certified Financial Planner (CFP), Fellow in Risk Management (FRM) or Chartered Financial Analyst (CFA) preferred.
- Experience of at least 5 years in the related field.

- ***Indian Preference Statement:***

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)