



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Dr.

Oakhurst, CA 93644

(559) 840-3454 – FAX (559) 400-0340

POSITION DESCRIPTION – Finance Director

Reports To: Tribal Administrator

Department: Finance

Status: Exempt

Salary Range: DOE

Summary & Scope of Position:

The Finance Director performs or oversees all financial operations for the Picayune Rancheria of the Chukchansi Indians, which consist of grants and programs funded through federal, state, and tribal funding streams. Working closely with the Program Directors, the Finance Director will work to ensure continued compliance for all grant and other funding opportunities. In addition, the Finance Director will work directly with the Tribal Administrator in fiscal planning and budget preparation.

Primary Responsibilities:

1. Account for monthly revenue and expenditures by programs; monitors and assumes final responsibility for month end close and preparation of financial statements
2. Oversee or conducts all tasks related to accounts receivable, accounts payable, and general ledger
3. Processes payroll and ensures all payroll related reporting is complete
4. Develops and maintains a system of internal controls to properly manage cash flow of the Picayune Rancheria
5. Oversight and responsibility for all risk-management programs
6. Work with Program Directors to monitor grant activities for compliance
7. Maintain up-to-date files on grants and contracts of the Picayune Rancheria and prepare financial reports and invoices to appropriate federal, state, and private agencies as required for grants and contracts
8. Prepare periodic financial reports for the Picayune Tribal Council, Tribal Administrator, staff members, and funding agencies
9. Develop continued improvements to the annual budget process and work plan
10. Provide direct oversight for the development of the annual comprehensive budget
11. Serve as principal reference for independent auditors and prepare required year-end financial statements
12. Maintain internal inventory records
13. Document new or revised financial and accounting procedures
14. Other duties may be assigned upon request

Minimum Qualifications

1. A minimum of a Bachelor's Degree in Accounting/business, with strong emphasis in governmental or non-profit fund accounting
2. An MBA in Business or Finance is preferred
3. A minimum of five to seven years work experience in maintenance of financial records and reporting is required
4. CPA as well as grant management and grant compliance strongly preferred
5. Knowledge of accounting theory, principles and practices and their application to a wide variety of accounting transactions
6. Analyze and interpret financial documents and reports
7. Understanding of governmental financial operations and terminology
8. Experience with standard office practices and equipment, including productivity software such as Word, Excel and Access
9. Understanding of payroll, fringe benefits, tax preparation and filing procedures; Experience with internal payroll

systems desirable

10. Demonstrated knowledge of generally accepted accounting principles (GAAP)
11. Ability to understand and follow complex oral and written instructions, including grant reporting and auditing guidelines from various state and federal agencies
12. Cash management experience is highly desirable
13. Ability to work in team setting
14. Ability to manage work of others
15. Professional manner
16. Ability to exercise independent judgment, analyze reports and solve accounting problems with minimum supervision
17. Ability to see fiscal management as part of the overall operations and to recommend improvements as part of the management team
18. Organizational skills, efficiency and accuracy a must
19. Must possess a valid California Driver's License and insurance
20. Must be able to pass in-depth background check
21. Must pass drug test

PRCI TRIBAL PREFERENCE

For purposes of hiring, promotions, transfers, and training all candidates must possess the "Minimum Qualifications" stated in the job description or job announcement. Minimum Qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record, and physical skills (where applicable).

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training, and hiring. First, enrolled Tribal Members who meet the Minimum Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however, if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

If more than one person at the same preference level meets the Minimum Qualifications the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

NATIVE PREFERENCE

In accordance with Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)