



Employee Job Description			
Position Title: Chief Financial Officer (CFO)			
Position ID #			
Facility: Tribal Government Center			
Job Family: Finance	Comp Grade: Z (Starting at \$44.40 - \$64.68)	DOQ	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary: The St. Croix Chippewa Indians of Wisconsin employs the Chief Financial Officer (CFO) to oversee and advise the Tribal Council concerning the financial and operational strategies of the Tribe. The CFO is responsible for developing financial models, analyzing data, and ensuring treasury management which includes the overall task of protecting the Tribe's assets for positive financial control and sustainable growth.

Essential Functions: The CFO is responsible for managing all financial activities of the Tribe which includes accounting, purchasing, and property operations. Additionally, the CFO will manage the fiscal personnel within the Tribal Government facility. When necessary, the CFO is responsible for assisting fiscal operations across multiple enterprises.

CFO Job Duties:

- Oversee grants management operations under the accounting department to ensure financial reporting is completed prior to deadlines, follow up on awarding agency requests, and monitor grant compliance.
- Supervise all finance personnel and provide appropriate training and guidance.
- Ensure internal controls are followed and segregation of duties exists between accounting staff to mitigate fraud risk. Balance this need with timely processing of daily operations.
- Prepare monthly financial reports and other detailed analysis as requested by Tribal Council or Administrator.
- Oversee the general fund expenditures and budget process. Work closely with the Tribal Administrator in preparing annual general fund budget reports to Tribal Council.
- Manage vendor relationships.
- Monitor cash availability for payroll needs and timely vendor disbursement, notifying Tribal Administrator when any issues are identified.
- Prepare the Indirect Cost Proposal in timely manner, present and receive approval from Tribal Council, and submit it to the appropriate agencies for consideration.

- Develop a close working relationship with all enterprise management including the Tribal Casino's Fiscal Managers.
- Coordinate completion of annual external audits to ensure compliance with programs.
- Responsible for responding to all questions from external auditors, the review and approval of all final adjusting journal entries, and the review of the draft financial statement.
- Coordinate exit conference between the external auditors and Tribal Council for presentation of the audit results.
- Maintain accounting and financial management policies and make recommendations for updates to the Tribal Council as needed.
- Provide sound financial direction that is based on internal records, research, and market trends.
- Perform risk management analysis based on organization's liabilities and investments.
- Any other duties assigned by supervisor.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: Direct oversight

Supervisory Responsibilities: Overseeing day-to-day operation and finance staff

Directly Reporting to: Tribal Administrator

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity: Interacts with all levels of management and employees; trusted with maintaining confidential and highly sensitive (timely) material and understands appropriate application of accounting operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment:

- Requires extensive sitting with periodic standing and walking.
- Requires extensive computer time.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Experience

- Minimum of five years' experience in a senior Accounting or Finance position; preferably in a Tribal government setting
- Experience with Tribal government procedures and protocols
- Experience developing written operating procedures and controls

- Experience with oversight of all Financial Management and Accounting System Policies and Procedures
- Experience using MIP Fund Accounting software
- Proven leadership and strong supervisory skills, works in responsive and cooperative manner and excellent communication skills with staff and department supervisors/directors, strategic thinker, team building experience
- Grant compliance and reporting experience, overseeing the annual Single and Financial audits, and cash management experience
- Experience with change management within a similar organization with the ability to implement necessary changes for the benefit of the Tribe
- Must demonstrate ability to assess business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires an expert level in computer skills.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail.

Qualifications:

- Bachelor's in Accounting, Finance, or Business Administration required, Master's preferred. Certified Public Accountant (CPA) preferred.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date

Supervisor Printed Name	Supervisor Signature	Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.