The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/09/26
CLOSE: when filled

EXEMPT _X__
NON-EXEMPT ____

POSITION DESCRIPTION

POSITION: **CHIEF FINANCE OFFICER**

RESPONSIBLE TO: Chief Executive Officer

SALARY: Step Range: 52 - 65; Full Benefits
Salary Range: $136,655 - $200,682
Hourly Range: $65.70 - $96.48

CLASSIFICATION: Professional/Management, Full-time, Regular

LOCATION: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: Executive level background

POSITION OBJECTIVES

The Chief Finance Officer (CFO) is responsible for ensuring that all financial systems are in place and functioning effectively, and ensures that the organization has all financial and statistical information necessary to operate effectively. Functions supervised include accounting, procurement, property management, data processing, Tribal investment policy, Federal and State contract and grant financial administration, and other financial support functions.

The CFO provides direct supervision for the Deputy Finance Officer and Fiscal Comptroller and indirect supervision for other departmental staff. The nature of this position may require working an adjusted work schedule to meet department needs.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop, implement, and maintain financial policies and procedures necessary for The Klamath Tribes Administration.

2. Coordinate and facilitate short and long-term financial forecasting and planning;

including recommending spending and investment strategies for the Tribes as outlined in the Investment Policies. Provide reports on investment activity, including accurate recording of all interest earned and any losses incurred.

3. Direct the Tribes' accounting and financial management activities and serve as a subject matter resource to Administration Tribal Directors, Managers, and Staff.

4. Coordinate investments, banking, borrowing, and related financial activities. Establish and maintain effective relations with appropriate institutions. Ensure all accounts are reconciled in a timely manner.

5. Responsible for maintenance and continued development of established fund accounting system which guarantees accurate management of Tribal finances.

6. Develop, implement, and manage a paperless finance system with the ability to work in a virtual environment.

7. Analyze federal budget and related legislative process and keep organization informed on matters affecting The Klamath Tribes. Recommend actions to be taken by The Klamath Tribes, with respect thereto.

8. Coordinate the development of Program budgets. Provide technical assistance to the Department Directors, program managers, and Budget Committee. Partner with Departments to plan strategic spending and monitoring of financial status.

9. Monitor the financial compliance with awarded contracts and grants. Assist the Chief Executive Officer and Grant Compliance Officer in monitoring financial reports and other grant and contract compliance related issues.

10. Prepare Request for Proposal (RFP) for selection and coordination of Tribal Administration's annual audit of all revenues and expenditures. Provide assistance to the audit firm/audit manager or representative from the audit firm. Investigate, document and resolve any audit findings.

11. Oversee and review the development, calculation, negotiation and budget of the annual indirect cost proposal with the DOI, Interior Business Center, Indirect Cost Services Office.

12. Implement, supervise and evaluate special, short-term projects as assigned.

13. Exercise supervisory duties for department staff, including program activities, overall work planning and priorities. Evaluate performance and identify training needs. Resolve complaints or minor grievances and advise employees on matters related to less than adequate performance. Keep department employees informed of management policies

and goals.

14. Serve as a key team member of the Klamath Tribes Budget Committee. Attend monthly Budget Committee meetings and provide technical assistance. Coordinate and prepare agenda items for Budget Committee review and process.

15. Serve as a key team member of the Administration self-monitoring process. Analyze and prepare financial reports for the Self-Monitoring Team for Department monitoring.

16. Serve as a member of the Administration Review Team, review all contract, grant, and agreement funding requests prior to Tribal Council approval and submission to outside agencies.

17. As part of the management team analyze, oversee and strategize how Tribal funds should be allocated.

18. Provide timely, complete and accurate financial reports and analysis for presentation to the Chief Executive Officer and Tribal Budget Committee or Tribal Council as directed.

19. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

All major duties are performed with minimum supervision from the Chief Executive Officer who defines and establishes overall program objectives and operations. These duties are performed using sound judgment and a comprehensive understanding of the operational environment of this position.

KNOWLEDGE, SKILLS, ABILITIES

Thorough knowledge of accounting principles and practices, i.e. Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB); including a broad level of understanding of accounts payable, payroll, accounts receivable, property, purchasing, and risk management.

Knowledge of federal grant and contract administration with a thorough knowledge of fund accounting.

Management skills in policy formulation, program development, staff direction, supervision, and training and development of organizational plans.

Ability to perform work and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities of the department and coordinate staff workloads for the department.

Ability to communicate orally and in writing. Must be able communicate in a clear and concise manner for the purposes of correspondence, reports and to provide detailed instruction.

Ability to be flexible and available to work adjusted work schedules.

Good public relations and interpersonal relationship skills. Able to meet with a variety of individuals in a professional manner, using tact, diplomacy and mature judgment. Ability to conduct oneself in a highly professional manner while representing the Klamath Tribes.

Ability to analyze, problem solve and recommend solutions to highly complex financial issues.

Ability to meet strict financial deadlines; being a self-starter and team player are crucial elements to be successful in this position.

Ability to maintain **strict confidentiality** of sensitive Tribal information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a BA/BS Degree in Accounting or Finance. *(Copy of degree or transcripts must be submitted with application.)* Master's Degree in Accounting/Finance or Master's Degree in Business Administration (MBA) preferred.

- **REQUIRED** to possess a minimum of ten (10) years of progressive accounting/fund experience with a minimum of five (5) years of direct management experience.

- **REQUIRED** to have knowledge of Generally Accepted Accounting Principles (GAAP).

- **REQUIRED** to have working knowledge and understanding of uniform administrative requirements, cost principles and audit requirements for federal awards to Indian Tribal Governments; Uniform Guidance for Federal Awards – 2 CFR Part 200.

- **REQUIRED** to have ten (10) years of progressively responsible experience in an administrative capacity, including a minimum of five (5) years of direct staff supervision and directly managing programs.

- **REQUIRED** to have five (5) years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).

- **REQUIRED** to possess experience with federal and state administrative requirements for grants and contracts.

- **REQUIRED** to have experience in the use of computers and automated financial systems, including experience in computerized fund accounting and budget systems and spreadsheets (Excel).

- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.

- **REQUIRED** to submit a writing sample with application. Document must reflect the applicant's ability to write professionally, clearly, and succinctly.

- **REQUIRED** to work some evenings, weekends and travel on occasion, as necessary.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Certified Public Accountant (CPA) license.

- Knowledge of or ability to quickly learn applicable Tribal, federal, and state grant/contracting guidelines, including 2 CFR 200 Uniform Guidance, funding agency rules, and cost principles.
- Provide executive oversight of all grant-related financial activities, including grant drawdowns, federal reporting, and audit corrective actions.
- Three (3) years of experience in preparing consolidated governmental financial statements.
- Experience working with Indian Tribes and P.L. 93-638 and/or Tribal Self-Governance, preferred.
- Knowledge of the Single Audit Act and government auditing standards.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit the Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**