



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

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

OPEN: 06/16/22  
Until Filled

EXEMPT  X   
NON-EXEMPT    

**POSITION DESCRIPTION**

**POSITION:** ASSISTANT FINANCE OFFICER

**RESPONSIBLE TO:** Chief Finance Officer

**SALARY:** Step Range: 37-56; Full Benefits  
Salary Range: \$75,355 - \$132,136  
Hourly Range: \$36.23 - \$63.53

**CLASSIFICATION:** Professional/Management, Regular, Full-Time

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

**BACKGROUND:** Requires clearing an Executive Package level background

**POSITION OBJECTIVES**

The Assistant Finance Officer (AFO) is responsible for working with the Chief Finance Officer (CFO) to ensure all financial systems are in place and functioning effectively and the organization has all financial and statistical information necessary to operate effectively. The Assistant Finance Officer is responsible for assisting the CFO to develop new initiatives for long-range business plans and forecasts to ensure that Tribal Administration is positioned to meet the future needs of the organization and Tribal Members served by Administration.

This position will assist the CFO to organize the daily financial accounting reports and direct financial activities related to grants, contracts and co-operative agreements. The main emphasis will be the reporting and maintenance of financial records; accuracy of data; year-end close out; and participation in the annual audit.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Responsible for the accurate completion of all funding agencies' monthly, quarterly or

closing financial reports, as required. Ensure reports are prepared and submitted in a timely manner.

2. Prepare documentation for all financial draw downs on a monthly or quarterly basis, as required. Review and approve all requests.
3. Assist the CFO to provide timely, complete and accurate financial reports and analysis for presentation to the General Manager and Tribal Budget Committee or Tribal Council as directed.
4. Perform regular review of general ledger to accounting transactions to verify these are properly classified and all appropriate accounts are reconciled on a monthly basis in order to provide reliable financial reports in a timely manner.
5. Review Administration Department's program funding sources and budgets monthly to ensure that account codes are correct and expenditures are correctly classified before distributing monthly reports to Directors. Engage with Directors to resolve errors and discrepancies.
6. Responsible for regular review of financial reports and general ledger accounts; write adjusting entries when necessary.
7. Assist the CFO to review the classification of expenses, revenues and applicable credits to departments and consolidate plan submissions for system wide financial statements.
8. Assist the CFO to maintain the financials on all grants, contracts, and agreements; including all updates for modification, budget changes and related correspondence.
9. Provide support to General Manager, Chief Finance Officer and Grant and Contract Compliance Officer in the coordination of federal contract negotiations and in monitoring financial compliance issues with grants and contracts.
10. Assist the CFO to monitor financial activity for each granting or contract agency.
11. Assist the CFO to coordinate investments, banking, borrowing and related activities.
12. Establish and maintain effective relations with appropriate institutions, recommend spending and investment strategies for the organization.
13. Work closely with the auditing agency during the annual audit, including performing investigations, documentation and resolutions to audit findings.
14. Assist the CFO to report on activity of all investments, including accurate recording of all

interest earned.

15. Assist the CFO to coordinate and facilitate short and long-term financial forecasting and planning.
16. Prepare, submit and negotiate an annual Indirect Cost Rate Proposal to obtain an approved annual federal indirect cost rate.
17. Assist in the development and maintaining of departmental operating procedures; accurately outlining the procedures to be utilized when providing a service or program function.
18. Serve as back-up to the Chief Finance Officer when needed.
19. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the supervision of the Chief Finance Officer. The supervisor assigns work in terms of overall objectives and priorities. The normal flow and nature of the assignments usually determine daily assignments.

Employee works independently, resolving normal conflicts according to established procedures and past experience. Employee exercises initiative in researching answers and solving problems based upon previous training, experience and instructions.

The Chief Finance Officer outlines the overall Finance Department objectives and priorities, time limits and the financial and personnel resources available.

### **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, knowledge, and skill to prepare and administer program budgets to provide financial guidance and assistance for individual programs.

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.

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 perform work and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities of the department. This includes the ability to plan and organize work and seek information and assistance from other sources as necessary, making decisions based on experience.

Experience in computerized fund accounting and budget systems; and spreadsheets (Excel).

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

#### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

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

- **REQUIRED** to possess a degree in Accounting or Finance **OR** an equivalent combination of education, training and experience may be considered in lieu of a degree when demonstrating a professional accounting background.
- **REQUIRED** to possess a minimum of five (5) years accounting experience in a lead role, of which three (3) years must have been in a fund/government accounting and financial management position.
- **REQUIRED** to have knowledge of Generally Accepted Accounting Principles, (GAAP).
- **REQUIRED** to have working knowledge and understanding of cost principles for Indian Tribal Governments (OMB circular A-87).
- **REQUIRED** to have three (3) or more years of demonstrated ability to effectively supervise financial personnel.
- **REQUIRED** to have experience in the use of computers and automated financial systems; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **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.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

**Preferred Qualifications:**

- Knowledge of Government Accounting Standards Board (GASB) is preferred.
- Relevant experience working with Indian Tribes and Tribal Self Governance is preferred.
- Experience with federal administrative requirements for grants and contracts is preferred.
- Experience in preparing consolidated governmental financial statements and related schedules is preferred.

**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.

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| <b>EMPLOYEE ACKNOWLEDGEMENT:</b>   |                             |
| 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. |                             |
| <b>Employee (printed name)</b>   | <b>Employee (signature)</b> |
|  |                             |