



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – FINANCE DIRECTOR

Reports To: Tribal Administrator

Department: Finance

Status: Exempt

Salary Range: \$130,000 - \$170,000

SUMMARY AND SCOPE:

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:

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

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited educational institution with a major in accounting, business, economics, finance or computer science, or a closely related field with governmental or non-profit fund accounting.
- An MBA in Business or Finance is preferred.
- Five to seven years work experience in maintenance of financial records and reporting is required.
- CPA as well as grant management and grant compliance strongly preferred.
- Knowledge of accounting theory, principles and practices and their application to a wide variety of accounting transactions
- Analyze and interpret financial documents and reports.
- Understanding of governmental financial operations and terminology
- Experience with standard office practices and equipment, including productivity software such as Word, Excel and Access
- Understanding of payroll, fringe benefits, tax preparation and filing procedures; Experience with internal payroll systems desirable
- Demonstrated knowledge of generally accepted accounting principles (GAAP)
- Ability to understand and follow complex oral and written instructions, including grant reporting and auditing guidelines from various state and federal agencies.
- Cash management experience is highly desirable.
- Valid driver's license required and must be insurable under the Tribe's insurance policy.
- A clear background investigation is required.

APPLICATION PROCESS:

- If you are interested in this position, please submit the following:
 - Completed Application
 - Cover Letter and Resume
 - Documentation of completion of Education
 - If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)