

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Chief Financial Officer

EXEMPT: Yes	JOB CODE: N/A
TARGET SALARY: \$120,00 to \$160,00/DOQ	SHIFT: 32/hr week
PROGRAM: Finance	LOCATION: Building
REPORTS TO: General Manager	

SUMMARY: The Chief Financial Officer (CFO) is responsible for the oversight of the accounting general ledgers, finance activities, budgeting process, and grant administration activities for all Makah Tribal Council entities administered by the finance department. This role works in tandem with the Finance Manager to create a well-balanced and efficient financial management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Other duties may be assigned.

Accordingly, the primary accountabilities for a tribal executive area as follows:

- ◆ Provide service to tribal members
- ◆ Competently manage the assigned functional area or areas; develop, monitor and maintain budgets for assigned functional areas
- ◆ Demonstrate leadership in responding to carry out Makah Tribal Council initiatives, as delegated by the Makah Tribal Council
- ◆ Work as a team member with other tribal employees and assisting them as needed in carrying out their goals
- ◆ Assure all assigned staff aligns with Makah Tribal Council decisions.

Primary Functional Role

Oversee the finance functions of the Tribe while providing effective oversight of key personnel and delegating responsibility and authority as appropriate.

Responsible for the oversight of the information technology requirements if the Makah Tribe.

Responsible for the finance activities of the Tribes component units that are administered by the Tribe. These component units include, but are not limited to, tax credit projects, enterprises, port authority and any other component units.

Maintains a relationship with component units not administered by the Tribe such as Makah Forestry Enterprise and the Makah Cultural Research Center.

Provides mentoring and supervision to the finance department staff. Fosters a collaborative, supportive work environment while providing clear expectations and accountability.

Responsible for the hiring of finance staff, providing annual evaluations, handling personnel issues, and updating job descriptions.

Administration

High level decision-making ensuring decisions positively impact Makah Tribal Council.

Approve appropriate contracts, purchase orders, and budget modifications and when necessary, coordinate the final approvals with the Tribal Council.

Maintains a system of internal controls over grant finance administration including grant cash management oversight, budgeting, compliance monitoring oversight, and financial reporting.

Develop and maintain systems for managers to obtain financial reports to assist in their oversight responsibilities.

Retains proficiency of all day-to-day activities of the finance department.

Responsible for general ledger maintenance responsibilities. These include, but are not limited to, bank reconciliations, year-end closing adjustments, journal entries, and account balance analysis.

Implements and monitors the Tribe's budget process.

Works with finance staff to develop systems that provide internal audits of grants for compliance with the applicable cost principles.

Coordinates and prepares for the annual A-133 Single Audit, ensuring it is completed on time and that all audit findings and recommendations are corrected and implemented.

Assists with regulatory reviews and audits of the Tribe's finances.

Provides expertise to management relating to accounting and budgetary matters.

Be an effective and positive member of the Makah Tribes administration team. This team includes management, program directors, and committees of the Makah Tribe, fostering a team approach to decision making and guidance to the tribal government.

Administers accounting system software packages.

Manages Tribe's investment accounts in accordance with the Council's guidelines

Ensures compliance with loan covenants.

Prepares the Tribe's annual indirect cost rate proposal.

Prepares and manages the Finance department budget.

Information Technology

Supervises the information technology manager.

Ensure that all software and security updates on all digital platforms the Tribe uses.

Responsible for all software systems and platforms are safeguarded and backed up. Maintains the Tribe's website.

Maintains a centralized digital storage system for all key documents. Coordinates the organization wide technology needs.

Tribal Council

Effectively implement Tribal Council's approved financial policies and procedures and provide recommended changes to Tribal Council when appropriate.

Ensure that the Financial Department is informed of Tribal Council's mission, vision, and priorities and provide Tribal Council updates.

Provide the Tribal Council with financial reports to assist in their oversight responsibilities.

Upon request by the Tribal Council, makes financial recommendations with regard to budgeting, revenues, investment accounts, etc.

The CFO may at times have a direct relationship with the Makah Tribal Council and can approach the Council at any time and for any reason after briefing the General Manager.

Internal Relations

Be an effective and positive member of the Makah Tribes administration. This includes management, program directors, and committees of the Makah Tribe. Fostering a team approach to decision making.

External Relations

Monitor state and federal level policy and regulatory changes that impact tribal fiscal operations.

Review and analyze tribal fiscal policies and procedures for compliance with federal and state requirements and make recommendations.

With guidance from the Tribal Council organize tribal response to local, state, and federal initiatives and issues.

Attend relevant public, government, special interest meetings, conferences, and negotiations.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to ten employees in the Finance program. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Must possess a minimum of a bachelor's degree in accounting, and five years' related experience to the duties outlined in this position description.

Master's degree in business, finance, accounting, or Certified Public Accounting desired but not required.

Must have supervisory experience for a department with up to ten staff.

Must have proven experience in managing all aspects of computerized accounting systems; proficiency with Microsoft Office programs required.

Must have proven experience with grant finance administration and coordinator of audits and regulatory reviews.

Must be able to read, analyze, and interpret financial reports, and legal documents.

Must be able to prepare reports and effectively present information the Council, management and public groups.

Must have organized work habits which will ensure timely and accurate submission of reports, grant requests, budgets and other time sensitive materials..

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation's techniques, sampling theory, and factor analysis.

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Must be able to prepare reports and effectively present information to Council, management, and public groups.

Must have organized work habits which will assure timely and accurate submission of reports, grant requests, budgets, and other time sensitive materials.

Proficiency with Micro Soft Word and Excel software.

Demonstrates familiarity with computer support issues and their associated management issues.

Demonstrates ability to communicate effectively verbally and in writing in the presentation of financial information, plans, and recommendations.

Demonstrates understanding of major issues affecting assigned functional areas.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 65 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a normal office environment. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position 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 position 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 PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council	OPEN: March 31 2025
Human Resources	CLOSE: Open Until Filled
P.O. Box 115, Bldg. 71	
Neah Bay, WA 98357	
Fax: (360) 645-3123	
E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)	

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 required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental,

physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.