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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

**Title:** Chief Finance Officer

**Reports To:** Tribal Chairman

**Supervises:** Finance Department Staff

**Location:** Happy Camp

**Salary:** \$80,000 to \$150,000 depending on experience

**Summary:** As a key member of the Tribe's Management Team, the Chief Financial Officer (CFO) has primary responsibility for ensuring the financial integrity of the Tribal government organization by recommending, implementing and enforcing sound fiscal management policies and procedures. The CFO trains and supervises the Finance Staff to operate fiscal management systems and serves as the Tribe's principal liaison with external organizations concerning financial accountability.

**Classification:** Full Time, Regular, Exempt

**Application Deadline: February 10, 2022 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [ysimmons@karuk.us](mailto:ysimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Chief Finance Officer

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**Supervises:** Finance Department Staff

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**Responsibilities:**

1. Directs the Tribe's accounting and financial management activities, as well as its fiscal relationships with Tribal managers, department/program directors, funding agencies, financial institutions, the IRS, creditors and vendors.
2. Develops, recommends for Tribal Council approval, implements and enforces sound fiscal management policies; establishes and maintains accounting and financial management systems and procedures, including those related to treasury, planning, budgeting, cash flow management, payroll, purchasing/procurement, property management, risk management/insurance, taxes and internal controls; coordinates audits.
3. Develops internal auditing functions to meet audit requirements; develops and implements strategies for limiting financial liability and risk exposure; secures adequate insurance coverage's; develops and maintains essential computerized/electronic financial management systems.
4. Trains, supervises, evaluates and coordinates the work of Finance Staff who perform the full range of accounting and financial management functions of the Tribe (ex; bank account reconciliations, cash deposits and receipts, contract management, payroll processing, procurement/purchasing, travel arrangements, loans, advances, reimbursements and insurance claims processing).
5. As a member of the Tribal Management Team, works cooperatively with the Tribal Chairman, Self-Governance Staff, Program Planner, Contract Compliance Specialist, Department/Program Directors and Executive Directors and Fiscal Officers of subsidiary corporations to develop and implement sound plans, budgets and financial management systems for the delivery of high-quality, cost-effective services to the Tribal membership.

6. Assesses the financial condition of the Karuk Tribe and makes monthly financial/operating reports to the Tribal Council; responds to (or directs responses to) requests from department/program personnel for timely, accurate financial reports on departmental/program activities.
7. Coordinates with other members of the Tribal Management Team to analyze trends in public and private funding availability, and trends in Tribal revenues and expenditures, and advises the Executive Director and Tribal Council regarding potentially adverse and/or beneficial impacts.
8. Attends meetings of the Karuk Tribal Council/Karuk Tribal Health Board and provides financial management advice as necessary and appropriate for sound management decision-making by these governing boards.
9. Complete fiscal portion of HRSA UDS and OSHPD reports.
10. Prepare annual indirect cost proposal and negotiate rate with the Department of the Interior.
11. Prepare fixed asset and depreciation schedules.
12. Prepare annual statement of federal expenditures report making sure that all funds are reconciled to the report. Follow up on any grants that should be closed out by the end of that fiscal year.
13. Create Request for Proposal (RFP) for audit services. Evaluate proposals and make a recommendation to the Tribal Council.
14. Ensures that all items on the external auditors check list are completed prior to the auditors arriving to complete fieldwork.
15. Reviews grants and contracts prior to being submitted to the Council for approval.
16. Evaluate economic development proposals including payback analysis to make sure that investment decisions are sound.
17. Manage the Tribe's day to day activities when the Chairman and Vice Chairman are not in the office.
18. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
19. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even

temperament.

3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess bachelor's degree in accounting, finance or related field **and** five years management-level experience in accounting/financial management with three years' experience managing governmental fund accounting systems **or** equivalent combination of education experience, CPA preferred.
2. Must have demonstrated ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from regulatory and funding agencies, creditors and vendors, and members of the Tribal staff and community; ability to communicate effectively with governing boards and members of the management team regarding financial management issues and financial condition of the Tribe.
3. Must have demonstrated knowledge of generally accepted accounting principles (GAAP), federal compact, contract and grant management procedures and OMB Circulars and other regulations governing financial management practices of Tribal governments.
4. Must have demonstrated 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 communicate findings and conclusions to governing boards and members of the management team.
5. Must have demonstrated abilities to both initiate and follow through on complex financial management tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: Revised:** December 2010, February 15, 2018

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_