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

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

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**Emergency Posting**

**Vacancy Announcement**

The Karuk Tribe is now accepting applications for the position of:

**Title:** Chief Finance Officer

**Reports To:** Executive Director

**Supervises:** Finance Assistant

**Location:** Happy Camp, California (Karuk Community Development Corporation-KCDC)

**Salary:** \$50,000 to \$70,000, DOE

**Classification:** Full Time Regular, Exempt

**Overview:** The mission of the Karuk Community Development Corporation (KCDC), chartered and owned by the Karuk Tribe, is to build diversified, sustainable economies by creating new business ownership and employment opportunities within the Ancestral Territory of the Karuk People. The mission is pursued by assisting the development of Tribal enterprises, community facilities, physical infrastructure, privately-owned small businesses and workforce training programs, as well as by facilitating strategic community partnerships, organizational development and access to public and private sources of financial support. The Chief Finance Officer is responsible for the day-to-day financial management of the Corporation. Responsible for financial planning, budgeting, accounting, reporting and other grant, contract and enterprise financial management, Responsible for implementing internal controls in relation to finance, accounting and grant/contract management. Shall provide direct supervision to the Finance Assistant(s). Shall provide all relevant financial data to the Board and the Executive Director upon request.

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

**Application Deadline: Monday September 16, 2013**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [icolegrove@karuk.us](mailto:icolegrove@karuk.us)

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

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## POSITION DESCRIPTION

**Title:** Chief Finance Officer

**Reports To:** Executive Director

**Supervises:** Finance Assistant

**Location:** Karuk Community Development Corporation

**Salary:** \$50,000 to \$70,000, DOE

**Classification:** Full Time Regular, Exempt

**Overview:** The mission of the Karuk Community Development Corporation (KCDC), chartered and owned by the Karuk Tribe, is to build diversified, sustainable economies by creating new business ownership and employment opportunities within the Ancestral Territory of the Karuk People. The mission is pursued by assisting the development of Tribal enterprises, community facilities, physical infrastructure, privately-owned small businesses and workforce training programs, as well as by facilitating strategic community partnerships, organizational development and access to public and private sources of financial support. The Chief Finance Officer is responsible for the day-to-day financial management of the Corporation. Responsible for financial planning, budgeting, accounting, reporting and other grant, contract and enterprise financial management, Responsible for implementing internal controls in relation to finance, accounting and grant/contract management. Shall provide direct supervision to the Finance Assistant(s). Shall provide all relevant financial data to the Board and the Executive Director upon request.

### Responsibilities:

1. Prepares for approval by the KCDC Board of Directors annual financial plans of operation consistent with the mission of the Corporation; assists the Director and the Board in developing financial data as required.
2. Directs the organization's accounting and financial management activities, as well as its fiscal relationships with managers, department/program directors, funding agencies, financial institutions, creditors and vendors.
3. Develops, recommends, implements and enforces sound fiscal management policies for KCDC Board approval; 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.

4. Develops internal auditing functions to meet audit requirements; develops and implements strategies for limiting financial liability and risk exposure; secures adequate insurance coverage; develops and maintains essential computerized/electronic financial management systems.
5. Assesses the financial condition of KCDC and makes monthly financial/operating report to the KCDC Board; responds to requests from department/program personnel for timely, accurate financial reports on departmental/program activities.
6. In conjunction with the Director and the Board, researches and prepares business plans and financing proposals for Tribal enterprises.
7. Researches and prepares project plans and financing proposals for community facilities and public works projects that promote community/economic development for the Karuk People and coordinates activities with The Director, the Board, Grant Writer and others involved in such projects.
8. Participates with KCDC staff in providing workforce development activities and small business development services to entrepreneurs and prospective business owners within the Ancestral Territory of the Karuk People.
9. Works cooperatively with the KCDC Director, Board, Grant Writers/Resource Developers, Director of Administrative Programs and Compliance.
10. Coordinates with other members of the Management Team to analyze trends in public and private funding availability, and trends in revenues and expenditures, and advises the KCDC Director and Board regarding potentially adverse and/or beneficial impacts.
11. Attends meetings of the KCDC Board of Directors and provides financial management advice as necessary and appropriate for sound management decision-making by these governing boards.
12. Prepares Annual Report of the Karuk Community Development Corporation.
13. Shall provide direct supervision to the Finance Assistant(s) and coordinates with the Director.
14. 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. MBA with minimum of three years' experience in governmental accounting preferred. BS in Business Administration with five years' experience. Progressively responsible work experience in a similar occupation may be substituted for the educational requirement. Experience in governmental/fund accounting and/or CPA.
  2. Ability to assist in planning, finance, implement of accounting systems for the KCDC and all of it's entities including enterprises
  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 the Director, governing boards and other members of the management team.
  5. Possess abilities to set realistic goals; manage multiple administrative/financial activities, programs, and projects; set priorities for a coordinated organizational work effort; manage time well; take initiative; delegate effectively; and work under moderately to highly stressful conditions.
  6. Must possess valid driver's license, good driving record, and be insurable by the KCDC's insurance carrier.
  7. Must adhere to confidentiality policy.
  8. Must successfully pass a pre-employment drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, 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.

**Board Approved: September 11, 2013**

**Chairman's Signature:**

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**Employee's Signature:**

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