

YUROK TELECOMMUNICATIONS CORPORATION-JOB DESCRIPTION
Chief Financial Officer

Job Title:	Chief Financial Officer		
Employer:	Yurok Telecommunications Corporation	Location	NA
Reports To:	Board of Directors	FLSA Status	Exempt
Salary Range	DOE (depends on experience)		

POSITION SUMMARY:

Under administrative direction of the Board of Directors, the Chief Financial Officer (“CFO”), is responsible for developing and directing an operational and financial strategy for the Yurok Telecommunications Corporation (“YTEL”). Plans, organizes and directs the activities and programs of the Fiscal Department. Provides expert professional assistance to management staff and Board of Directors on financial, procurement, risk management including insurance, investments, accounting, relevant policy development, and associated matters.

DUTIES AND RESPONSIBILITIES:

1. Works in close harmony with the YTEL Board of Directors to establish and maintain an overall financial strategy for the corporation and the creation of a YTEL Fiscal Department.
2. Supervision of Fiscal Department, including the development and implementation of goals, objectives, policies, procedures and work standards for Fiscal.
3. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects personnel and provides for their training and professional development and interprets corporate policies, procedures, and work standards.
4. Directs the design and implementation of automated and integrated financial accounting systems; organizes and administers effective accounts receivable and payable reporting and collection procedures.
5. Manages and directs the purchasing function of YTEL including supplies, materials, equipment, and fixed assets used and safeguarded by YTEL.
6. Administers and provides professional assistance to YTEL management staff and program staff in planning, review and implementation of budgets and other financial related matters.
7. Responsible for supervising, establishing, upgrading and maintenance of all the financial transactions of the YTEL in accordance with Generally Accepted Accounting Principles and in conjunction with Federal, State, and YTEL guidelines.
8. Works with YTEL CEO and management staff to establish budgets for the corporation and its major projects, and track the alignment of project expenditures to the fiscal budgets allocated to them.
9. Administers and coordinates the annual external audit process, and any other grant/contract required audits.
10. Evaluates and oversee all benefits negotiations to provide the most competitive packages for YTEL employees.
11. Establishing and maintaining fiscal control over all YTEL programs, assets, and accounting records, including, but not limited to, preparation of yearly, quarterly, monthly, and other

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financial reports required to discharge the responsibilities established by Federal, State, and Local authorities in conjunction with YTEL.

12. Liaises between banking, insurance and investment resources, including, but not limited to, obtaining quotes, competitive bids, and establishing lines of credit.
13. Monitors developments related to finance and accounting matters; evaluates their impact on the YTEL's operations and financial programs, recommending and implementing policy and procedural improvements.
14. Makes presentations of YTEL financial status and operations to the Yurok Tribal Council; represents the YTEL in meetings with governmental agencies, professional and business organizations related to financial matters.
15. Performs other duties as deemed necessary in fiscal related matters.

SUPERVISORY RESPONSIBILITIES:

Perform the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Take disciplinary actions when necessary in accordance with personnel policy. Determine developmental or training needs of subordinates.

MINIMUM QUALIFICATIONS:

- BS and CPA/CMA.
- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- An effective communicator, with strong oral and written skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Skill in examining, developing, re-engineering, and recommending financial policies and procedures.
- Ability to use computer hardware and software proficiency when performing accounting and reporting functions.
- 10 years demonstrated knowledge of governmental and/or nonprofit accounting practices, preferably in a tribal government setting.
- Ability to work independently, make decisions, maintain confidentiality, work effectively with co-workers and Yurok Tribal Council and perform under pressure.
- Ability to be flexible and assist other staff in completion of assigned duties.
- Good organizational skill and ability to anticipate needs.
- 5 years of experience in supervision.

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EDUCATION/EXPERIENCE:

In addition to the minimum, an MBA is a plus. Must be a seasoned and mature leader, with at least 12-15 years of broad finance experience in auditing, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. The Finance Director will ideally have experience supervising and managing finance in accounting, budgeting, control, and reporting.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the YTEL Drug and Alcohol Free Workplace Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. Must possess a valid California driver's license.
4. Must pass a comprehensive background check.
5. LANGUAGE SKILLS:
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
6. REASONING ABILITY:
Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS:
While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).