



Yurok Tribe

Job Description

JOB TITLE:	Deputy Finance Director		
JOB GRADE:	13	REPORTS TO:	Chief Financial Officer
STATUS:	Exempt	LOCATION:	Klamath/Eureka
DEPARTMENT:	Finance	DIVISION:	Executive Office
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$94,099.20-\$122,761.60		

POSITION SUMMARY:

Under the administrative direction of the Chief Financial Officer, the Deputy Finance Director will assist the Chief Financial Officer with planning, organizing, and directing the activities and programs of the Fiscal Department. This position will provide expert professional assistance to Yurok Tribe management staff on financial, procurement, risk management including insurance, investments, accounting, relevant policy development, and associated matters.

DUTIES AND RESPONSIBILITIES:

1. Support the supervision of the Fiscal Department, including the development and implementation of goals, objectives, policies, procedures, and work standards for Fiscal.
2. Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff; selects personnel and provides for their training and professional development and interprets Yurok Tribe's policies to employees, when directed by the Chief Financial Officer.
3. Recommends the design and implementation of automated and integrated financial accounting systems; organizes and administers effective accounts receivable and payable reporting and collection procedures.
4. Manages and directs the purchasing function of the Yurok Tribe including supplies, materials, equipment, and fixed assets used and safeguarded by the Yurok Tribe.
5. Administers and provides professional assistance to the department directors and program staff in planning, review and implementation of budgets and other financial related matters.
6. Responsible for supervising, establishing, upgrading and maintenance of all the financial transactions of the Yurok Tribe in accordance with Generally Accepted Accounting Principles and in conjunction with Federal, State and Yurok Tribe guidelines.
7. Assists in coordinating the annual external audit process, and any other grant/contract required audits.
8. Maintains fiscal control over all Yurok Tribe programs, assets, and accounting records, this includes, but is not limited to: Preparation of yearly, quarterly, monthly and other financial reports, required to discharge the responsibilities established by Federal, State and Local authorities in conjunction with the Yurok Tribe.
9. Assist in establishing relationships between banking, insurance, and investment resources, including, but not limited to, obtaining quotes, competitive bids, and establishing lines of credit.
10. Monitors developments related to finance and accounting matters; evaluates their impact upon the Yurok Tribe's operations and financial programs, recommending and implementing policy and procedural improvements.
11. Represents the Yurok Tribe in meetings with governmental agencies, professional and business organizations related to financial matters.
12. Performs other related duties as assigned.

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EDUCATION/EXPERIENCE:

1. Grade 13: In addition to the minimum, an MBA is a plus. Must be a seasoned and mature leader, with at least 8-10 years of broad finance experience in auditing, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. The Deputy Finance Director will ideally have experience supervising and managing finance in accounting, budgeting, control, and reporting.
2. Candidates with equivalent combinations of education, training and experience will be considered.

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. Assists the Chief Financial Officer in developing work performance plans and evaluating 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:

1. A minimum of a BS and CPA/CMA.
2. Must have 5 years' experience in supervision.
3. Must have 10 years' demonstrated knowledge of governmental and/or nonprofit accounting practices in a tribal government setting.
4. Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
5. Strong analytical skills and experience interpreting a strategic vision into an operational model.
6. An effective communicator, with strong oral and written skills.
7. Demonstrated leadership ability, team management, and interpersonal skills.
8. Excellent analytical and abstract reasoning skills, plus excellent organization skills.
9. Skill in examining, developing, re-engineering, and recommending financial policies and procedures.
10. Knowledge of OMB Circulars, specifically A-102, A- 87 and A-133 as well as knowledge and ability to develop or supervise indirect cost proposals and negotiations.
11. Ability to use computer hardware and software proficiency when performing accounting and reporting functions.
12. Ability to work independently, make decisions, maintain confidentiality, work effectively with co-workers, and perform under pressure.
13. Ability to be flexible and assist other staff in completion of assigned duties.
14. Good organizational skills and ability to anticipate needs.
15. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture, and values.
16. Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

