

## JOB DESCRIPTION

TITLE: Chief Financial Officer

STATUS: Permanent, Full-Time

### POSITION IN TRIBAL ORGANIZATION:

The Chief Financial Officer is employed by the Passamaquoddy Tribe through the Indirect Budget. He/She is under the supervision of the Tribal Governor, and is accountable to the Tribal Council. This position also supervises the finance staff and the Payroll Clerk.

### ROLE:

The Chief Financial Officer is responsible for all financial activity of the Tribal Government, for example managing cashflow, grants management, receivables and payables, payroll, financial reporting ect.

The Chief Financial Officer works cooperatively with Tribal Government Program Directors, the Bureau of Indian affairs (BIA) Compliance Officer and the Planning Director. He/She is the primary contact with tribal auditors and staff of the Passamaquoddy Joint Tribal Council.

### DUTIES:

1. Shall oversee the Finance Department.
2. Shall be responsible to oversee the preparation of all financial reports, including balance sheets, income statements, and reports for government regulatory agencies.
3. Shall serve as the liaison between the Tribe and all outside regulatory agencies in regard to fiscal matters.
4. Shall be responsible to review the monthly financial statements.
5. Shall prepare the Tribal budget.
6. Shall work closely with the Program Directors to ensure the accuracy of all postings.
7. Shall be responsible to work with the Tribe's Auditor to make certain the Tribe is in compliance with all state and federal reporting requirements and regulations.
8. Shall be responsible for the oversight of all federal and state grant and contract funds.
9. Shall be responsible to maintain internal accounting controls.
10. Shall work with the Human Resources Manager to develop a centralized personnel records system,
11. Shall work with the Human Resources Manager to develop a system to enroll employees in Tribal benefit programs, and to respond to employee questions regarding such programs.
12. Shall perform related work as required or directed by the Tribal Governor.

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13. Shall be responsible for providing the appropriate training for the Finance Department employees.

### QUALIFICATIONS AND SKILLS:

1. Minimum of a Bachelor's degree, Master's degree preferred with related courses in finance, accounting and business management and ten years of related experience would be desirable.
2. Knowledge of fund accounting, budget preparation and management, cash management and investment.
3. Knowledge of the organization of the tribal government and general knowledge of the overall operation of tribal departments.
4. Ability to organize and maintain records.
5. Ability to prepare reports.
6. Ability to communicate effectively.
7. Ability to use the computer and general office equipment,
8. Ability to work effectively with Tribal Officials, employees and the general public.
9. Experience in managing an office.
10. Experience in managing extensive record system.
11. Experience in dealing with the public.
12. Experience in a supervisory role.
13. Experience in analyzing data
14. Experience in conflict management
15. Experience in negotiation

REVISED: 05/24/06

APPROVED: 05/25/06

REVISED: 12/20/2022

APPROVED BY TRIBAL COUNCIL: 12/20/2022

REVISED: 01/18/2023

APPROVED BY TRIBAL COUNCIL: 02/28/2023