



# POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502

Tribal Offices: (251) 368-9136

www.poarchcreekindians-nsn.gov

HR2015:002  
POSITION: **JOB ANNOUNCEMENT**  
DEPARTMENT: **CHIEF FINANCIAL OFFICER**  
REPORTS TO: **TRIBAL ACCOUNTING**  
ADVERTISING: **TRIBAL CHAIR**  
**PUBLICLY (Open to everyone)**

OPENING DATE FOR APPLICATIONS: **WEDNESDAY, JANUARY 7, 2015**  
CLOSING DATE FOR APPLICATIONS: **OPEN UNTIL FILLED**

## JOB SUMMARY

The Chief Financial Officer exercises general administrative direction and control over the Tribal Administration accounting functions to maintain and improve the Tribe's financial soundness; control cash flow and expenditures; and provide accurate accounting information and financial control data. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Chief Financial Officer is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. Duties and responsibilities include but not limited to: formulating and establishing accounting policies and procedures and monitors compliance to ensure that said policies and procedures are followed by all affected departments; analyzing financial statements and other related reports to identify weaknesses in the Tribe's financial structure, taking remedial action where necessary, and/or making appropriate recommendations in order to maintain a sound financial structure; furnishing, revising, and updating internal reports, and providing external reports when necessary; working closely with department heads on accounting and budgetary matters; providing analysis and making financial recommendations on relevant management decisions; keeping currently informed of economic and business trends and new accounting or financial concepts, techniques, or principles; preparing monthly financial statements (statement of Profit or Loss, balance sheet, statement of cash flows) and relating financial analysis; coordinating the treasury function, which includes cash management, and relationships with banks and investments; establishing and maintaining a record keeping system to track overhead costs; managing the Tribal Accounting Department, including but not limited to, general supervision, performing evaluations, disciplinary procedures, leave approvals, timesheets, etc. with applicable approval when necessary; and performing other duties as assigned by appropriate person.

## THIS POSITION IS REGULAR FULL-TIME MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Business Administration, Accounting or Finance from an accredited college/university required or Master of Business Administration (MBA).
2. Ten (10) years of verifiable employment experience as senior executive level required. Duties to include monitoring and coordinating the activities of subordinates, including general supervision, performance evaluations, disciplinary procedures, leave approvals, timesheets, etc. required.
3. Certified Public Accountant (CPA) required or license must be obtained within six (6) months of official date of hire.
4. Demonstrated experience in creating, organizing, and leading the finance and accounting functions to include:
  - a. Experience in finance, accounting, budgeting, and cost control principles
  - b. Experience in automated financial and accounting reporting systems
  - c. Experience in Security and Exchange Commission financial regulations and related filings and reports
  - d. Ability to analyze financial data and prepare financial reports, statements, and projections
  - e. Ability to identify and secure funding/revenue sources
  - f. Experience in strategic planning and execution
  - g. Knowledge of contracting, negotiating, and change management
  - h. Knowledge of Generally Accepted Accounting Principles and practices required, with the preference of governmental experience **preferred**.
  - i. Knowledge of Federal Rules and Regulations applicable to federal grants, contracts, programs, and funding sources **preferred**.
5. Three (3) years of investment experience required. Understanding of basic business principles and practices.
6. Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality results within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings. A high level of proficiency in Word, Excel and PowerPoint is required Great Plains experience preferred.
7. Must possess a high level of maturity with the ability to work with and maintain confidential information.
8. Must work flexible hours.
9. Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
10. Must travel and participate in training to meet the goals and objectives of applicable programs.
11. Able to perform all duties and responsibilities of this position

## PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE/DFWP

Every applicant must complete an application provided by Human Resources at the Tribal Administrative Offices in Building 600. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**