



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:95
Position Title: Assistant CFO	Advertising: Publicly
Department: Finance	Division: Finance
Immediate Supervisor: Chief Financial Officer	Department Director: Chief Financial Officer
Employment Status: Exempt	Position Type: Regular Full-Time
Mandatory Reporter: Yes	Background Check Required: Yes (data-sensitive)
Opening Date: Thursday, August 10, 2017	Closing Date: Thursday, August 24, 2017 by 5:00 p.m.
Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.	
Overall Objectives of Position	
<p>The Assistant CFO is expected to provide support to the Tribe's Chief Financial Officer in the oversight of the daily operations of the Department. The Assistant CFO is expected to bring strong accounting, analytical, technical and problem solving skills to the Department. The Assistant CFO will be responsible for daily supervision of all aspects of the Tribe's accounting and financial reporting function. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Assistant CFO is expected to perform all duties and responsibility necessary to meet the goals and objectives of applicable programs.</p> <p>The Assistant CFO is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.</p>	
Primary Responsibilities of the Assistant CFO	
<ul style="list-style-type: none"> • Acts as a business partner to the CFO in overall management and development of the Department. • Assists CFO in establishing and achieving short and long-term Departmental goals and objectives • Manages and supervises all aspects of day-to-day operations of the accounting and financial reporting function • Develops, implements, and maintains accounting and administrative policies and procedures to improve productivity, accuracy and timeliness of financial reports and information. • Provides vision and leadership in professional development of Departmental staff. • Establishes and maintains strict month-end closing and reporting processes and deadlines • Manages and coordinates the preparation of monthly financial statements, budget reports, special analyses and information. • Oversees completion of timely audited financial statements. • Provides oversight to the budget and financial planning process. • Evaluates and advises on the impact of long-range planning, introduction of new programs/ strategies and regulatory interaction. • Develops and monitors benchmarks for measuring efficiency and effectiveness of various Tribal government programs and services. • Provides analytical support for analysis of investments. • Ensures compliance with grant and regulatory reporting requirements. • Develops reliable cash flow forecasts to optimize management of cash and investments. • Performs other duties as assigned by appropriate person. 	
Day-to-day Responsibilities	
<ul style="list-style-type: none"> • Day-to-day leadership of staff by being visible and interacting with personnel and inspiring them with Purpose and Values • Plans, organizes, coordinates and supervises all operations of the Department under the direction of the CFO • Directs the Department, including but not limited to: staff meetings, general supervision, performance evaluations, disciplinary procedures, leave approvals, timesheets, etc. 	
Education/License/Certification and Experience Requirements	
<ul style="list-style-type: none"> • Bachelor's degree in Accounting or Finance required. • Certified Public Accountant required. • Minimum of 10 years of applicable experience of which 5 must be in finance or accounting leadership role. • Knowledge of Generally Accepted Accounting Principles and practices required, with the preference of governmental experience preferred. • Knowledge of rules and regulations applicable to Federal grants, contracts, programs and funding sources preferred. 	
Skills Required	
<ul style="list-style-type: none"> • Strong knowledge of finance, accounting, budgeting and cost control principles. • Strong knowledge of automated accounting and financial reporting systems. • Strategic visionary with sound technical skills, analytical ability, strong operational focus and a creative thinker. • Ability to understand and navigate through a complex governmental accounting system. 	
Additional Requirements	
<ul style="list-style-type: none"> • Ability to work odd and irregular hours. • Must possess a valid driver's license and insurable driving record according to Tribal insurance guidelines. . • Must successfully pass the required criminal and character background check. • Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs. • Ability to adequately and successfully perform all duties and responsibilities of this position. • Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines. • Ability to adequately and successfully perform all duties and responsibilities of this position. 	
<p>Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. 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.</p>	