



San Pasqual Band of Mission Indians Position Description

Position Title: Chief Financial Officer	Posting Date: 4/30/19
Position Reports to: Business Committee	Employment Category: Exempt/Full-Time
Department: Finance	Closing Date: Until Filled

Position Summary:

The Chief Financial Officer (CFO) is responsible for directing the fiscal functions of the San Pasqual Band of Mission Indians Tribal Government in accordance with generally accepted accounting principles issued by the Government Accounting Standards Board, and other regulatory and advisory organizations in accordance with financial management techniques and practices appropriate within the industry. The CFO has the fiduciary responsibility of safeguarding the Tribal Government's assets and is responsible for the leadership and oversight of all financial operations such as financial management, planning, accounting, record-keeping, auditing, financial reporting, and financial analysis. This position is a member of the San Pasqual Casino Development Group (SPCDG) which manages the Valley View Casino and Hotel operations for the Tribal Government.

Essential Duties and Responsibilities:

- Oversees all operations of the Finance Department. This includes Grant Management.
- Responsible for budgeting, accounting, and financial reporting practices; developing and establishing the controls necessary to assure the management, accuracy, and security of all records and funds.
- Ensures accounting and financial reporting systems support the implementation of the operating and strategic plans.
- Evaluates accounting procedures and financial controls. Ensures financial internal controls are in place for all departments. Recommends modifications to existing financial programs and implements government fiscal policies.
- Oversees the complete accurate and timely preparation of the monthly, quarterly, and annual financial reports.
- Prepares and administers annual budgets for all departments of the Tribal Government.
- Directs and participates in the review of all financial transactions and controls the expenditure of appropriated funds including Grants.
- Ensures that all organization financial activities are carried out in compliance with Federal, State, and local policies, laws, and regulations.
- Manages all resources in a fiscally responsible manner. Performs all responsibilities in accordance with Generally Accepted Accounting Principles (GAAP), and regulatory requirements established by GASB.
- Works with financial institutions to manage the organization's financial investments that include but are not limited to various government issued securities, and money market accounts.
- Monitors and analyzes the organization's financial condition. Provides timely, accurate, and relevant financial information to management.

- Responsible for the single annual financial audit conducted by independent auditors and periodic governmental audits conducted by granting entities. May conduct internal audits and cooperate with external auditors and assure agency internal control procedures are working.
- Presents financial information and advice to team members, management, and tribal members in a clear, understandable, and appropriate fashion.
- Presents four times a year at quarterly General Council meetings to all Tribal Members.
- Other duties as assigned.

Education, Experience, Qualifications & Skills:

- Bachelor’s degree in Business Administration or Accounting or equivalent working experience as a CFO for a minimum of ten years in lieu of a degree. MBA a plus.
- CPA certificate required.
- Minimum of five years of experience as a CFO or Vice President of Finance.
- Three to five years of finance and/or accounting management experience in governmental, non-profit organizations.
- Knowledge of public sector accounting and generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS).
- Working knowledge of pertinent Federal, State, and local laws, codes and regulations including Non-Profit and For-Profit Accounting, GASB and FASB, and OMB Circulars.
- Experience managing five or more employees.
- Advanced principles, standards, and practices of governmental accounting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, payroll, accounts receivable, accounts payable, budget preparation and administration, and grant management.
- Organization and management experience as applied to the analysis and evaluation of programs; policies, and operational needs.
- Experience working with Grant Management.
- Ability to establish effective and efficient working relationships with the Business Committee, senior management, tribal members, and government employees.
- Complete fluency in all financial domains, including accounting, finance, audit, treasury, risk management, and regulatory.
- Excellent written and verbal communication skills - must be capable of presenting ideas in a clear and compelling manner.
- Experience in Abila MIP strongly preferred.
- Ability to work with various software programs such as Microsoft Word, Excel, and Power Point.
- Ability to readily understand financial and other management systems.
- Experience working with a board of directors, auditors, legal representative, and constituents.
- Travel will be required from time to time for conferences, seminars and training, as applicable to this position.
- Some weekend and evening work will be required to meet reporting and presentation deadline dates.
- Other duties as assigned.

Individuals who are interested in the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

<p>In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.</p>
