

MECHOOPDA INDIAN TRIBE OF CHICO RANCHERIA
125 Mission Ranch Blvd, Chico, California 95926 (530) 899-8922 fax (530) 899-8517

POSITION DESCRIPTION

Position Title: Fiscal Officer
Reports to: Tribal Administrative Officer
Supervises: Accounting Clerk and Bookkeeper
Salary Range: **Depending on Experience**

Position Summary

Under the general direction of the Tribal Administrative Officer , the Fiscal Officer is responsible to maintain and oversee all tribal fiscal policies and accounting practices, including accounting departments, preparing budgets, financial reports, tax, audit in accordance with tribal fiscal and procurement policies; directs financial strategy, planning, and forecasts in consultation with and concurrence of the Tribal Administrative Officer and Tribal Council; Carryout investments of funds as directed by Tribal Council through the Tribal Administrative officer, prepares financial analysis and reports on trends and makes recommendations regarding financial strategy of the organization as directed by Tribal Administrative Officer. This position is under the supervision of and reports to the Tribal Administrative Officer and Tribal Treasurer

Specific Responsibilities

1. Performance and oversight of accounting duties as required for daily operations.
2. Establish and maintain all accounting policies and procedures to ensure that grants and all financial activities are administered in accordance with tribal fiscal policies and applicable federal laws and regulations, including GAAP and GASB, by developing and implementing accounting procedures, budget preparation, reporting requirements, reconciliation and adjustment techniques and maintaining all financial records in a secure manner.
3. Maintain general ledger and monitor and oversee the processing of transactions such as checks, drafts, vouchers, grant payments etc. in a timely and accurate manner, recording appropriate documentation.
4. Initiate and complete all financial reports, Indirect Cost Rate Proposal, and budget materials, distributing as appropriate to management, Council, and staff; administer a standardized reporting analysis and feedback system for fiscal activities to assist the Tribal Administrative Officer and Tribal Council in accurately and efficiently managing Tribal funds and identifying financial problem areas for correction.
5. Monitor and oversee bookkeeping activities, including payroll, accounts payable, and accounts receivable.
6. Performance and oversight of cash management duties on multiple accounts to effectively monitor bank accounts, and the requesting and transferring of funds; this position will not perform bank reconciliation as that separation of duties will be the responsibility of the Tribal Administrative Officer.
7. Prepare reports as required for Tribal Administrative Officer, Tribal Council and Treasurer.

Plan and direct activities to ensure fiscal responsibilities are met, including, but not limited to, the completion of the annual audit process including assisting the independent auditor, maintenance of

internal controls (within Fiscal Department), conducting the annual budget process and subsequent monitoring of operating budgets, while keeping the Tribal Administrative officer , Tribal Council, and staff apprised of budget constraints.

9. Review contract and procurement activities to ensure compliance with Tribal federal fiscal and procurement policies.
10. Train, supervise, assign, evaluate, and review the work of fiscal staff. Prepare annual fiscal staff evaluations.
11. Oversee revenue sharing distribution as directed by Council through the Tribal Administrative Officer.
12. Maintain privacy and confidentiality of sensitive information.
13. Assist with the preparation of grants and work on special projects, as necessary, or as directed by Tribal Administrative Officer.
14. Attend trainings and/or other events that would be of benefit to the fiscal department, from time-to-time, as directed by Tribal Council.

Qualifications

Any combination of experience and education that would provide the required knowledge and abilities to perform the duties listed above. Preferred experience and training include:

1. B.A. degree with major work in accounting or a closely related field plus five years of experience in financial management CPA Preferred.
2. Demonstrated knowledge of budget preparation and presentation, financial control systems.
3. Demonstrated skill in fund accounting, preferably for tribes.
4. Prefer knowledge of federal and state contracts and budget process, and federal financial and procurement regulations.
5. Demonstrated ability to appraise situations and adopt an effective course of action.
6. Demonstrated ability to analyze, interpret, summarize, and present administrative and technical information.
7. Effectively utilize appropriate computer software applications such as fund accounting software, ADP data collector, Word, Excel, Outlook and Publisher.
8. Communicate effectively both verbally and in writing.
9. Demonstrated ability to work effectively with people of various backgrounds and demeanor.

Other Requirements

1. Must be eligible for coverage under the tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout and must be willing to travel during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian Heritage.
3. This work involves long periods of sitting, and may include walking, bending, crouching, stooping, stretching, reaching or similar activities, lifting of moderately heavy items up to 20 lbs.

4. Must be able to satisfactorily complete a pre-employment physical, if applicable, background check, and fingerprint live scan.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Workplace Act of 1988.
6. If a CPA, that person must remain in good standing and maintain certification with California CPA Board