

POSITION DESCRIPTION

POSITION: CHIEF FINANCIAL OFFICER **LICENSED:** Yes
DEPARTMENT: Accounting Department **GRADE:** Negotiable
REPORTS TO: Treasurer/Chairman/Council **STATUS:** Exempt

POSITION SUMMARY:

As a key member of the Executive Management team, the CFO will report to the Treasurer and play a critical role in developing and implementing the financial strategy for the La Jolla Band of Luiseño Indians as well as assume a strategic role in the overall management of the Accounting Department. The CFO must be knowledgeable in Generally Accepted Accounting Principles (GAAP), standards issued by the Governmental Accounting Standards Board (GASB), Generally Accepted Auditing Standards (GAAS), Office of Management and Budget (OMB) 2 CFR Part 200 Compliance Supplement requirements. The CFO will direct and oversee all financial activities of the Tribe and its component units, as assigned, including preparation of GAAP financial statements and compliance with grant requirements.

The CFO will directly assist the Council on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. The CFO will also establish and maintain the Tribe's financial policies and procedures by providing operational and administrative direction to the accounting, budgeting, treasury, tax, and investor relations functions.

ESSENTIAL FUNCTIONS:

1. Responsible for the completeness and accuracy of the financial statements of the La Jolla Band of Luiseño Indians to be prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. Responsible for selecting sound accounting principles, and maintaining and monitoring an adequate system of internal controls as well as the Tribal Minimum Internal Controls (TMICS). Additional duties include, but not limited to:
 - Plans, forecasts, budgets and projects the future financial performance of the economic enterprises, casinos and assess the impact on the governmental operations as well as develop, maintain and monitor the Tribe's cash flow needs. Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
 - Design, implement and monitor internal controls to ensure the integrity of the Tribe's financial information as well as the safekeeping of their assets. As well as ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial reporting
 - Coordinates and directs the annual budget process for all Tribal Programs as well as the economic enterprises and casinos. Performs a monthly budget-to-actual analysis, explaining material budget variances, and recommending any applicable corrective actions to Tribal Council.

- Coordinates the preparation of the Indirect Cost Plan and submission to the Federal government.
- Oversees and ensures compliance with all grant requirements as well as adherence to applicable laws and regulations. Facilitates and reviews all required submissions to the granting agencies in accordance with the grant agreements, including but not limited to grant reimbursement requests, as well as close out of grants.
- Prepare accurate and timely cash and investment reports and provide to Council on a monthly basis.
- Actively participate in locating, reviewing and recommending economic development opportunities for La Jolla Band of Luiseño Indians
- Assist Program managers with program level financial statements as necessary
- Preparing, analyzing and interpreting the Tribe's financial results and making appropriate and timely recommendations to Tribal Council relating to operational improvements including but not limited to downsizing, expanding, and/or investing.
- Assist in securing adequate financing, and maintaining relationships with financial institutions. This also includes the monitoring of cash reserves and identifying additional sources of funding when necessary. Assess organizational performance against both the annual budget and La Jolla Band of Luiseño Indians long-term strategy. Develop tools and systems to provide critical financial and operational information to the Treasurer, Chairman and Council, make actionable recommendations on both strategy and operations.
- Oversee long-term budgetary planning and costs management in alignment with La Jolla Band of Luiseño Indians strategic plan, especially as the organization considers sponsorships, potential acquisitions, and collaborations with external organizations.
- Manage and track the performance of La Jolla Band of Luiseño Indians endowment in keeping with the policies and investment guidelines established by the investment committee.
- Mentor and develop the Accounting Department, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective and efficient team dynamic.
- Oversees the administration and financial reporting of the organization's Savings and Retirement Plans.
- Oversees the Tribe's annual financial statement and Federal financial assistance audits as well as developing and implementing responses to any audit findings reported by the auditors in the annual report
- Works closely with the General Managers of the economic enterprises and the casinos to ensure accurate, up-to-date and timely financial information is readily available to ensure efficient flow of operations.
- Perform other duties as assigned by the Treasurer.
- Work with, and perform task, assigned by the Tribal Administrator, including but not limited to monthly Profit and Loss statements, balance Sheets, Cash flow statements on each economic enterprise and the Tribal Government.

- Work with Tribal Administrator to prepare any documentation for each Tribal Council meeting, General Council meetings, and departments as required.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Occasionally the employee must bend, reach above shoulder level, kneel, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. The employee must use hands for repetitive action such as simple and/or firm grasping.

POSITION REQUIREMENTS:

1. Must have at least 12-15 years of broad finance experience, including in Tribal Government operations which include casinos and other economic enterprises. S/he will have experience in managing the accounting/finance functions (accounting, budgeting, internal control, and reporting) within a diverse tribal/casino based entity.
2. The CFO will have the following experience and attributes:
 - a. A minimum of a BS in Accounting or Finance; a CPA required.
 - b. Experience in Tribal government operations including an understanding of Office of Management and Budget (OMB) 2 CFR Part 200 Compliance Supplement requirements, as well as GAAP, GASB.
 - c. Experience with Tribal casino accounting and financial reporting as well as National Indian Gaming Commission (NIGC) requirements.
 - d. Experience in directing, training and developing of accounting personnel.
 - e. Works to maintain confidentiality and be sensitive to protocols necessary for interacting with tribal leaders, government officials and community leaders.
 - f. Ability to create strategic solutions for resolving conflicts that arise.
 - g. Experience in developing, maintaining and monitoring effective internal controls in Tribal government and casino environments.
 - h. Experience in developing and maintaining banking and investing relationships.
 - i. Experience in financial accounting software and systems to supply the most accurate financial information.
 - j. Excellent verbal and written communication skills.
 - k. Knowledge in the use of Abila MIP Fund Accounting software.
3. Must be able to obtain a gaming license through the La Jolla Band of Luiseño Indians Gaming Commission and maintain eligibility throughout employment.
4. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the “essential functions” and “physical requirements” categories of this position description as well as have the necessary experience as listed under “position requirements” section.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Open Until Filled

APPLY TO: Send Resume with list of Professional References to:

Norma Contreras, La Jolla Band of Luiseno Indians Tribal Treasurer

Email: norma.contreras@lajolla-nsn.gov