

# Sauk-Suiattle Indian Tribe | Job Description

**JOB TITLE: FINANCE DIRECTOR**  
**DEPARTMENT: FINANCE**  
**SUPERVISOR: GENERAL MANAGER**  
**STATUS: SALARIED**

## **SUMMARY**

This individual will perform a variety of complex supervisory, administrative, and technical accounting and finance functions to maintain the fiscal records and systems of the SSIT. Directs the Tribe's financial planning, accounting, and investment practices, coordinates the Tribe's relationship with lending institutions, funding agencies, other tribal governments, and the financial community by performing a variety of related duties. This individual is expected to be committed to the goals, values and policies that work toward achieving the vision of the SSIT. Promotes and implements Tribal teamwork.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Performs and/or supervises a wide variety of complex finance and accounting tasks such as maintaining ledgers, reviewing initial entries, providing information for the budgeting process, preparing year-end accruals.
- Preparation and compilation of financial statements, reports and schedules.
- Monitors and tracks budgets, revenues, and expenditures and notifies department or program managers of variances/overages; maintains and updates computer financial systems.
- Provides functional oversight of general fund and/or grants and contracts accounting section; prepares/approves journal entries; monitors and tracks program expenditures.
- Responsible for draw downs of grant/contract funds.
- Performs cost control activities; reviews accounting activity for accuracy and funds availability prior to posting; reviews programs for over expenditures; reconciles funds; monitors revenues and expenditures.
- Prepares and reviews investment schedules, financial reports and forecasts.
- Responsible for preparation of annual budget; provides guidance and technical assistance to Tribal Committees, division directors and staff in financial matters and budget preparation.
- Coordinates annual audit for the Tribe, to include preparation for external audit by reconciling accounts and closing books; preparing work papers, financial statements, footnotes and schedules; assists auditors in reconciling audit issues.
- Prepares, supervises preparation of, or reviews financial policies and procedures for programs to confirm compliance of internal controls.

- Reconciles or supervises reconciliation of balance sheet and income statement accounts.
- Prepares budget information and resolutions.  
Represents the SSIT at various conferences and meetings as assigned.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITY**

Supervise, train, coach and evaluate assigned staff; assists with hiring process; recommends disciplinary action.

### **KNOWLEDGE AND SKILLS**

- Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GASB, Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Federal, state and local cost principals.
- Operating a personal computer, including applicable software and office equipment.
- Maintaining efficient and effective financial systems and procedures especially for internal control and audits to ensure accurate financial data at all times.
- Preparing, analyzing and interpreting financial reports and notes. Conducting research, analyzing data and compiling comprehensive reports, with recommendations.
- Demonstrated experience and track record managing a budget of at least 20 million dollars.
- Demonstrated experience and understanding of Public Law 93-638 contract rules and regulations.
- Demonstrated experience and understanding of direct and indirect contract support costs.
- Communicating effectively orally and in writing with Tribal officials and managers, other governmental officials, consultants, and employees. Establishing effective working relationships with diverse groups and individuals. Effectively supervise staff.
- Organizing multiple tasks and priorities, time management and problem solving.

### **EDUCATION AND EXPERIENCE**

- A Bachelor's degree in Accounting or Finance.
- A minimum of five (5) years governmental accounting experience. Applicants with less than this but with substantial Tribal Government will be considered.
- Masters in Accounting or CPA preferred.

## **SPECIAL REQUIREMENTS**

- A valid Washington State Drivers License.
- Must be bondable.
- Must have or obtain within three months First Aid, CPR and Blood Pathogen certification.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

## **CULTURALLY SENSITIVE**

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

## **DRUG FREE WORKPLACE**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

## **BACKGROUND CHECK**

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

***This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.***

## **NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**