

Sisseton Wahpeton Oyate

Job Description

Job Title: Chief Financial Officer

Reports to: Vice-Chairman/Chairwoman

Summary:

Under supervision of the SWO Vice-Chairman/Chairwoman, the Chief Financial Officer is responsible for direction, management, and leadership of the administrative, financial planning, and accounting efforts of the SWO organization.

Responsibilities/Duties:

1. Directs and manages all Federal and Tribal financial programs and supporting information systems of the SWO Organization, to include cash management of the receipt of revenues, expenditure of funds and conservation of assets.
2. Develops, implements, interprets, and coordinates the application of financial accounting, billing and audit procedures.
3. Establishes and maintains financial records systems in accordance with generally accepted accounting principles and auditing standards.
4. Oversees the processing of revenue and expenditures to ensure compliance with appropriate internal control safeguards.
5. Initiates and conducts financial investigations and makes sound recommendations to resolve current and/or on-going issues.
6. Coordinates the preparation of financial statements, financial reports, special analyses and information reports; presents recommendations for programmatic and fiscal changes to the SWO Vice-Chairman/Chairwoman.
7. Assists the Vice-Chairman/Chairwoman with the preparation and reporting of financial and business activities of the Tribe at each regular meeting of the Tribal Council and the annual reports to General Council.
8. Reviews collection reports to determine status of collections.
9. Reviews and analyzes investments and the amortization of long-term debt.
10. Oversees ALL financial external report obligations are met.
11. Ensures annual audits are completed with the results communicated to the Vice-Chairman/Chairwoman and Tribal Council. Serves as the main liaison between SWO and the auditors. Establishes and implements corrective action plans as necessary. Works in conjunction with auditors and Tribal Entities to prepare GASB 34 audited financial statements.
12. Works with grantors on on-site and off-site reviews. Replies to and negotiates with federal agencies concerning audit matters.
13. Establishes and implements short and long range departmental goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; initiates changes required for improvement.

14. Works with Tribal Leadership to develop and direct the implementation of strategic business and/or operational plans, projects, programs and systems, as appropriate to the objectives of the SWO Organization.
15. Directly supervises the Bookkeeping Supervisor and Accounts Payable Supervisor. Oversees the supervision of Finance personnel, which includes work load distribution, staff training, conflict resolution, and evaluation of employee performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
16. Conducts, coordinates and/or attends staff meetings, program/departmental meetings, etc. as needed.
17. Prepares competitive bidding proposals for the annual audit. Reviews proposals and suggest the best possible auditor to meet the needs of the SWO in accordance with federal audit requirements.
18. Immediately reports any known or suspected irregularities including misappropriation of funds/fraud in accordance with the Whistle Blower Protection Act – Tribal Council Resolution No. SWO-08-040.
19. Monitors compliance with Federal, State and Tribal regulations to prevent waste, fraud and abuse of Federal and Tribal generated revenues.
20. Reply to all Internal Revenue Service notices and gets Vice-Chairman’s signatory approval. Assists with negotiations with the Internal Revenue Service concerning assessed penalties, interest, etc... to provide the best possible outcome for the SWO.
21. Reviews, prepares, and negotiates the indirect cost rate for the SWO organization on an annual basis.
22. Develop financial management system manuals (procurement, property and supply, record keeping and accounting) to ensure accountability of SWO financial records, property and equipment.
23. Works with the Bookkeeper Supervisor to facilitate and oversee timely and efficient year-end close-outs.
24. Responsible for ensuring that the SWO Credit Card Policy is adhered to.
25. Other duties as assigned by the Tribal Vice-Chairman/Chairwoman.

Education:

CPA required; Bachelor’s degree (or higher) in accounting or business administration and 5 years actual experience directly related to the duties and responsibilities specified; or Bachelor’s degree in a related field with 7 to 10 years’ experience directly related to the duties and responsibilities specified.

Knowledge, skills, and abilities required:

- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize, implement, evaluate, and modify financial programs, information support systems, and processes.
- Knowledge of Federal, State and Tribal financial regulations and processes.
- Knowledge of financial, governmental, cost, payroll and tax reporting principles, methods, techniques, and standards.

