



Job Title: FINANCE DIRECTOR

Department /Office: Finance Department

Reports to Whom (title): Chief Financial Officer (CFO)

Salary / Hourly Range: 75

Job Classification Code: 9410

Level of Background Check: 1B

Status: EXEMPT

Driving Required: Yes, As Required

PD Revised: 02/07/2014

JOB DESCRIPTION:

This position is responsible for and has overall responsibility for directing the day to day fiscal functions of the Hopi Tribe in accordance with generally accepted accounting principles and other regulations and laws applicable to the Hopi Tribe; in accordance with financial management techniques and practices appropriate within the industry.

SCOPE:

The scope of duties of the Finance Director include but is not limited to: supervision of the Finance Department personnel, implementation, oversight, and coordination of finance related functions, including general ledger accounting and financial reporting, purchasing, travel, accounts payable, accounts receivable, and establishment of and adherence to sound fiscal policy and controls to protect the assets of the Hopi Tribe.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Work closely with the CFO to ensure all financial functions are operating effectively, and accurate and timely financial reporting is available for all stakeholders
2. Advise the CFO on all policies and procedures of fiscal accountability and internal controls for fiscal compliance
3. Manage and oversee day to day fiscal data systems and processes including accounts payable and receivable, general ledger, and financial reporting
4. Ensure that key general ledger accounts are reconciled monthly, including all accounts for cash, investments, receivables, payables, capital assets, due to and from other funds, Villages, and component units, revenues, expenditures, etc.
5. Implement conversions to any new or updated computerized processes and ensuring adequate training of staff, and coordinate changes and improvements in automated financial and management information systems
6. Oversee the processing of revenues, expenditures and department budgets Assist the CFO in the preparation of the Tribe's annual indirect cost proposal, including providing data on historical and projected Direct and Indirect costs.
7. Assist the CFO in timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CFO, Treasurer, Hopi Tribal Council, Executive Offices and Budget Oversight Team to ensure sound fiscal management
8. Coordinating and preparing for year-end audits; including managing information requests from audit firms in a timely manner, and developing responses to audit findings and recommendations in a timely manner
9. Recommend corrections to internal controls or other deficiencies that are detected on various reviews or audits, and amend policies and procedures to reflect the change or corrections
10. Ensure that systems and controls are in place to address compliance with federal and state grant financial compliance requirements, such as rules for Allowable Costs; Cash Management; Procurement, Suspension and Debarment; Reporting; use of advance grant cash; etc.
11. In conjunction with the Grants Compliance Manager, establish systems to ensure that periodic financial reports are prepared accurately and within required time frames
12. Establish a training plan for finance staff on policies and procedures
13. Performs other duties as assigned and authorized by the CFO to meet the Hopi Finance Department goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within and outside the immediate work area, supervisors, and personnel of the Hopi Finance Department, and program staff. The purpose of these contacts is to exchange factual information, provide technical assistance, coordinate work efforts and establish a network of services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office and meeting rooms and working around office machines and equipment. Work hours may extend beyond the normal eight (8) hour daily work schedule. Travel on and off the reservation may be required. The Hopi Tribe is a smoke free environment.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree, preferably in Accounting, Finance, or Business Administration. CPA or CMA certificate preferred;

AND

B. Experience : At least five (5) years of progressively responsible management and supervisory experience in finance and/or accounting;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of accounting under GAAP for governmental entities
- Knowledge of financial and procurement requirements for federal programs and grant funding
- Knowledge of advanced governmental and business accounting and auditing standards and practices
- Knowledge of indirect cost allocations
- Knowledge of contracting, negotiating, and follow through on written agreements

B. Skills:

- Skills in verbal and written communication to prepare correspondence, reports and to communicate with others
- Skills in operating a modern office software programs, including computerized accounting, Microsoft Excel and Word.
- Must possess exceptional organizational and time management skills
- Excellent written and verbal communication skills
- Skills in research, analysis, interpretation of diverse financial data sets
- Administrative management skills
- Strong interpersonal skills, ability to communicate at all levels of the organization with Hopi Tribal employees
- Strong problem solving and creative skills using sound judgment and decision making on an accurate and timely analysis

C. Abilities:

- Ability to pay strong attention to accuracy and detail
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines
- Ability to work independently and exercise sound judgment and professionalism in carrying out assigned job duties; demonstrate the ability to pay attention to detail, accuracy & timelines and to work effectively & efficiently under occasionally demanding & stressful situations, and to adapt to changing situations
- Ability to keep records and files in an accurate and organized manner; to maintain the confidentiality of material and documents; and to prepare accurate reports from such records as necessary
- Ability to manage multiple projects and assignments simultaneously, meeting required deadlines
- Ability to become thoroughly familiar with tribal and office mission, goals and objectives, operations, policies and regulations

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass pre-employment checks, a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.
3. Must not have any felony convictions
4. Must not have been convicted of misdemeanors at the local, state or federal level

DESIRED REQUIREMENT:

1. Be able to speak and understand the Hopi Language. (Preferred)

###