



## ASSISTANT FINANCE DIRECTOR

Department/Program: Office of Financial Management  
Reports To: Finance Director  
Salary/Hourly Range: 68  
Status: EXEMPT

DRIVER'S LICENSE REQUIRED  
PD Revised: 08/01/2016

### INTRODUCTION:

This position is responsible for general direction and supervision over all accounting functions, such as general ledger, accounts payable, accounts receivable, grants & contracts administration, budgeting and financial reporting. The incumbent assists with planning, directing and coordinating activities relating to a strong system of internal controls, cost effectiveness, budgetary controls, fiscal analysis of operations (internal auditing), grants & contracts administration, fiscal reporting, purchasing & property control/accounting and customer relations.

### 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. Provides assistance with developing and implementing strategic & operational plans, goals & objectives (critical pathways), quality & regulatory standards, administrative policies & protocols, management systems & controls and supporting budgets (Including cost estimates/projections, budget amendments/modifications), etc.
2. Coordinates, directs and supervises the maintenance and operation of accounting systems, general & subsidiary ledgers, journals and registers and preparation of monthly reports; analyzes and assures accuracy & appropriateness of information prepared by staff for entry in the ledgers, journals & registers and for documenting business transactions.
3. Serves as advisor to management staff on financial issues, Including developing, analyzing and interpreting statistical and accounting information in order to appraise operating results in terms of cost effectiveness, performance against budget, compliance with applicable rules & regulations and other matters bearing on the fiscal soundness and operating effectiveness of the organization
4. Effective management of financial, business and administrative transactions, in full compliance with all applicable Federal, State and Tribal environmental and safety regulations, guidelines, ordinances, OMB Circulars, policies and procedures, to deliver superior customer service; prepares and submits accurate, complete and timely submission of required management and technical reports.
5. Develops and implements administrative policies & procedures and protocols for guiding the administration of Office operations and for implementation of Tribal goals & objectives, including benchmarks & measures of accountability to ensure production, effective & efficient delivery of services, expenditure controls, timelines, etc.
6. Serves as direct line supervisor to the Finance office staff and obtains maximum utilization of their services by clearly defining their responsibilities & duties, establishing performance plans, conducting periodic & timely performance reviews & evaluations, providing appropriate mentoring/coaching & training, and taking appropriate follow-up actions as necessary; provides guidance on matters of policy, program, budget and legal responsibility; reviews & approves internal administrative agreements and commitments in accordance with established policies.
7. Maintains positive and effective working relationships with internal & external customers, public & private, and works to ensure that the goals & objectives of the Office of Financial Management are enhanced and advanced in accordance with the established plans and general policies of the Tribe; demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
8. Plans, organizes and oversees the annual Tribal and Village fiscal audit; consults with Tribal officials, management personnel, OFM staff and others to address and resolve audit findings, primary objective is to achieve an unqualified audit of tribal assets; provides leadership & facilitation of the annual fiscal audit process, and prepares responses and corrective action plans for audit findings.
9. Plans, organizes and oversees preparation, submission and negotiation of the annual Indirect Cost Proposal.
10. Performs other related duties as assigned or authorized to achieve the scope of the work and office/Tribal goals and objectives.

**PERSONAL CONTACTS:**

The incumbent maintains daily contact with the OFM administration staff & supervisors; and frequent contact with Tribal Department Managers and Office/Program Directors, tribal employees; and contact with Tribal Chairman/CEO, Hopi Tribal Council, Tribal and Village officials/staff, other public/private organizations/personnel and the general public. The purpose of these contacts is to exchange factual information related to planning, coordination and project management/assessment and building mutually beneficial professional relationships.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work of the incumbent is mostly sedentary consisting primarily of office work. The incumbent is considered a member of the Tribe's professional staff and as such is required to work evenings and weekends when necessary to accomplish the work. Moderate travel on and off the Hopi reservation and occasional travel by airlines to far distant locations to conduct business is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

Education: Bachelor's Degree in Finance, Accounting, Business Administration or closely related field;

AND

Training: Completion of automated fiscal management/control systems training;

AND

Experience: Six (6) year's work experience preferably in a governmental fund accounting system at a senior accountant level, with two (2) years of supervisory responsibilities.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of fiscal management principles, methods and practices, including governmental, enterprise and investment fund account management.
- Working knowledge of governmental fiscal audit principles, methods and practices, including the A-133 Single Audit Act and audit resolution process.
- Excellent knowledge of business management principles, practices and techniques including financial, human resources & project administration, etc.
- Excellent understanding of automated data processing systems applicable to fiscal management.

Skills:

- Excellent writing & verbal skills to communicate policy, strategy, management principles, narrative reports.
- Excellent management & administrative skills including strategic planning, organizational development & assessment, project planning & administration, supervision, etc.
- Skill in operating modern office equipment/machines, computers and applicable software equipment/machines.
- Excellent customer service and public relations skills.

Abilities:

- Ability to assess the operation of a multi-functional office and develop appropriate organizational structure, staffing plan and budget plan/controls for effectiveness and efficiency.
- Ability to interpret and effectively communicate the intent and application for fiscal management policies & procedures.
- Ability to analyze & assess systems failures and develop appropriate corrective action plans.
- Ability to interpret the purpose/intent of objectives, rules and regulations, etc.
- Ability to establish and maintain ledgers, registers, journals, chart of accounts, etc., for tracking expenditures and maintain budget controls.
- Ability to establish and maintain effective, positive & professional working relationships with staff and others.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation 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 within the past twelve (12) months of application.

**DESIRED REQUIREMENT:**

1. Certified Public Accountant (CPA) credential.