



OVERVIEW

The Finance Director is under the supervision of the Chief Administrative Officer. The Finance Director is accountable and responsible for managing, leading the Finance, Accounting (accounts payable, accounts receivable, general ledger, audits), Contracts and Grants Management, Property and Procurement sections by planning, directing, executing, implementing and coordinating activities relating to financial and accounting policies, systems and processes, tax and regulatory requirements which the Hopi Tribal government controls.

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

The work of the incumbent is mostly sedentary consisting primarily of office work. The incumbent is 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 to conduct business is required.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- I) Provides planning, leadership and strategic direction in managing, directing, administering the Office Financial Management. Incumbent oversees the fiscal assets of the Hopi Tribe and Villages. Incumbent works collaboratively with the Chief Administrative Officer and the Hopi Tribe Chairman/CEO on decisions regarding financial management systems and operations. Director ensures policies and procedures of the Hopi Tribe are effective and efficient to meet the needs of the Hopi Tribal Government Operations. Director reports to the Hopi Tribal Council as requested or directed. Director participates in the development of plans as a strategic partner with Executive Offices, Human Resources, Departments, Offices, Villages and the Hopi Tribal Council.
 - a) Primary responsibilities include:
 - Develops and implements strategic and operational plans; goals and objectives (critical pathways); maintains quality regulatory standards; ensures compliance of fiscal, procurement administrative policies and procedures. Ensures management system and controls are operational to avoid any risk management or liability situations. Works with the Budget Oversight Team (BOT) on proposed General Funds, Revolving budgets and provides technical budgetary guidance to BOT; incumbent ensures budgets are developed, implemented and monitored per tribal resolution.
 - Completes written and oral reports as needed. Establishes and maintains detailed and accurate fiscal records that reflect the effectiveness and outcome of work performed. Collects data to evaluate critical elements of the work performed, ensuring compliance with tribal financial policies.
 - Coordinates and directs staff to ensure the maintenance and operation of accounting systems and chart of accounts are accurate. Directs staff to ensure all accounts, accounts payable, procurement, general ledgers, accounts receivable are reviewed timely and on a scheduled basis, with due dates thereby avoiding any potential audit findings.
 - Serves as the technical fiscal advisor to management personnel, Tribal Council, Committees, and Agencies on financial issues, including analyzing and interpreting statistical and accounting information with the purpose of

informing affected entities of the Hopi Tribe's fiscal operations. Provides guidance on efficient budgetary planning; providing fiscal program performance against budget and being in compliance with applicable tribal, state and federal regulations and other matters conducive to fiscal soundness and operational effectiveness of the organization.

- Works collaboratively with the Hopi Tribe Treasurer on matters affecting the revenues, finances, contracts, and grants requiring immediate attention. Resolves matters in a timely manner and reports to the Chief Administrative Officer, the Executive Offices and to the Tribal Council as required or necessary.
- Provides leadership and facilitation of the annual fiscal audit process, and prepares corrective action plans in response to audit findings.
- Prepares the Hopi Tribe's Indirect Cost Rate (IDC) proposal for submittal to federal agencies for review and approval. Provides technical advice to the Tribal Chairman/CEO in negotiating the IDC rate.
- Director works collaboratively with the Hopi Tribe's Investment firm(s), Tribal departments and programs. Matters that involve the Internal Revenue Service (IRS) may require work with the Hopi Tribe's IRS Attorney and Human Resources. Director also works with other financial management consultants for the betterment of Hopi fiscal operations.
- Develops performance standards for subordinate staff and conducts scheduled performance evaluation of subordinate staff. Develops individual training plans for staff, when deemed necessary, in order to improve job performance and enhance staff job skills.
- Monitors daily work activities of staff to ensure best work practices; provides regular training to staff to ensure customers receive efficient, cost effective and courteous service. The Director ensures the office produces positive pro-active employee relations with other departments, the Hopi Tribal Council representatives and visitors. The Director is understanding and sensitive to the Hopi culture and traditional practices.
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service.

b) Principal accountabilities include:

- Strong business acumen in strategic thinking and planning skills.
- Experience with strategy development and implementation.
- Effective management knowledge and skills of financial, business and administrative processes and is in fully cognizant of compliance with applicable federal, state and tribal regulations, policies and procedures, guidelines, and ordinances, to deliver efficient customer service.
- Acquisition and maintenance of competent and skilled staff, and training resources necessary to meet functional requirements.
- Timely and accurate submission of required management and technical reports.

- 2) Works closely with the Chief Administrative Officer, and Executive Offices to review, revise, and execute an organization mission and strategy for the Office of Financial Management. Establishes and maintains an effective organization structure and staffing plan; review and make recommendation for approval all proposed functional and staffing charts under the office to the Chief Administrative Officer for purpose(s) of uniform growth and overall efficiency. Refers other proposed structural changes to the Hopi Tribal Council for review & action with specific rationale and recommendations.
- 3) Develops, implements new and updated administrative policies, procedures, processes and protocols for guiding the administration of Office operations and for implementation of Tribal goals and objectives. Benchmarks and measures of accountability are necessary to ensure production, efficient delivery of services, expenditure controls, timelines, etc. Possess comprehensive working knowledge of governmental fund accounting principles, methods and practices including automated budgetary and accounting systems; knowledge of federal regulation requirements such as OMB Uniform Guidance, 2 CFR 200.

- 4) Serves as direct line supervisor to the Finance office staff and obtains maximum utilization of their services by clearly defining their responsibilities and duties, establishing performance plans, conducting periodic and timely performance reviews and evaluations, providing appropriate mentoring/coaching and training, and taking appropriate follow-up actions as necessary. Provides guidance on matters of policy, program, budget and legal responsibility. Reviews and approves internal administrative agreements and commitments in accordance with established policies.
- 5) Communicates with Supervisors regarding the conditions and progress of the Office of Financial Management activities and office operations including all factors influencing operations; provides professional advice and guidance on matters of significant importance.
- 6) Maintains positive and effective relationships with external organizations both public and private, and works to ensure that the goals and objectives of the Office of Financial Management are in accordance with the established plans and general policies of the Hopi Tribe.
- 7) 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.
- 8) Performs other related duties as assigned or authorized to achieve office and Tribal goals and objectives.

MINIMUM QUALIFICATIONS

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

Experience: Six (6) year's work experience preferably in a governmental fund accounting system at a senior accountant level; four (4) years of supervisory responsibilities; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of fiscal management principles, methods and practices, including governmental, enterprise and investment fund management.
- Knowledge of multi-year budget development and implementation process.
- Working knowledge of governmental fiscal audit principles, methods, and practices, including the audit resolution process.
- Considerable working knowledge of developing Federal & State Indirect Cost Rate proposals, including the negotiation process of PL 93-638 contracts.
- Excellent knowledge of business management principles, practices and techniques including financial, human resources and project administration, etc.
- Excellent understanding of operations of automated data processing systems, applicable to fiscal management (encumbrance/accrual system).
- Excellent writing and verbal skills to communicate policy, strategy, management principles, narrative reports, etc.
- Exceptional interpersonal skills, a collaborative style and the ability to communicate effectively.
- Excellent management and administrative skills including strategic planning, organizational development and assessment, project planning and administration, supervision, etc.
- Excellent skill in operating electronic calculators, computers and other modern office equipment/machines.
- Excellent customer service and public relations skills.
- Ability to assess and to problem solve the operation of a multi-functional office and multi-component projects 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 and procedures.
- Ability to plan, organize and accomplish work in accordance with established objectives, priorities and timelines.

- Ability to analyze, assess and problem solve systems failures and develop appropriate corrective action plans.
- Ability to interpret the purpose/intent of objectives, rules and regulations, etc.
- Ability to review and assess capabilities and performance of subordinate staff and take corrective action.
- Ability to build effective teams, coach and develop others.
- Ability to establish, monitor and maintain ledgers, registers, journals, chart of accounts, etc., for tracking expenditures and maintain budget controls.
- Ability to develop data processing procedures and forms for use by Tribal offices/programs.
- Ability to establish and maintain effective, positive and professional working relationships with staff and others.
- Ability to lead complex projects through to completion.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Required to maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license), and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) No misdemeanor convictions at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

Active Certified Public Accountant (CPA) credential.

FINANCE DIRECTOR

Office of Financial Management

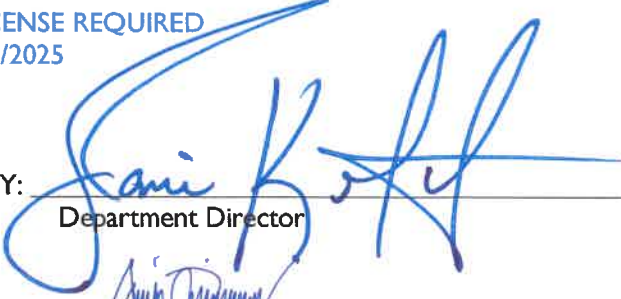
Supervisor: Chief Administrative Officer

Salary Range: 74

Classification: EXEMPT

DRIVER'S LICENSE REQUIRED

Revised 10/01/2025

REVIEWED BY: 
Department Director

DATE: 10/1/25

APPROVED BY: 
Human Resources Director

DATE: 10/1/2025