*PERSONNEL*

CHEYENNE & ARAPAHO TRIBES

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

****VACANCY ANNOUNCEMENT****

**POSITION:** CHIEF FINANCIAL OFFICER
**LOCATION:** Department of Treasury, Concho, OK
**ISSUE DATE:** January 29, 2016 **CLOSING DATE:** Until Filled

**DEFINITION:**
The Chief Financial Officer (CFO) provides both operational and programmatic support to the organization. The CFO reports directly to the Treasurer and supervised directly by the Treasurer only. Assists the Treasurer on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and securing of new funding.

**ESSENTIAL DUTIES and RESPONSIBILITES:**

- Assist in performing all tasks necessary to achieve the organization's mission.
- Work with the Treasurer on the strategic vision assisting in the development and negotiation of contracts.
- Train the Finance Unit and other staff on raising awareness and knowledge of financial management matters
- Assist the Treasurer in the drafting of prospective programmatic budgets
- Ensure adequate controls are installed and that substantiating documentation is approved.
- Provide the Treasurer with an operating budget. Work with the Treasurer to ensure programmatic success through cost analysis support.
- Monitor banking activities of the organization
- Ensure adequate cash flow to meet the organization's needs
- NO direct supervision of employees, however, has authority to ask for all financial records and assistance from finance employees, etc.
- Handle all areas of accounting as they pertain to Gaming Revenue Allocation Plan
- Presence and representative of Tribe due to responsibilities of accounting side of job only
- Assist in any other projects as assigned and requested by the Treasurer.

**EMPLOYMENT QUALIFICATIONS**:
Knowledge of:

- Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting
- Principles, OMB Super Circulars, compliance requirements, and appropriate Code of Federal Regulations sections
- Organizational development and program operations
- General office software, particularly the Microsoft Office Suite and MIP software (or other similar not-for-profit general ledger software) and use of databases
- Foster and cultivate business opportunities and partnerships
- Create and assess financial statements and budget documents
- Recognize and be responsive to the needs of all clients of the organization, including funding organizations, the Board of Directors, local community advocates, participants and employers
- Communicate effectively in both written and verbal form

**QUALIFICATIONS:**

- Completion of a bachelor's degree at an accredited college or university in accounting, management, finance or business.
- Completion of a master's degree at an accredited college or university in accounting, management, finance or business and/or equivalent work experience
- Preference is given to CPA-Certified Public Accountant
- The Controller or Chief Financial Officer level with minimum of two years' experience

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE**: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
**Personnel Department**
P.O. Box 167
Concho, OK 73022
Or e-mail: **atisdale@c-a-tribes.org**
*Office (405) 422-7498*
*Fax (405) 422-8222*
*Toll Free 1 (800) 247-4612 ext. 27498*

To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org