



## SHINGLE SPRINGS BAND OF MIWOK INDIANS

Shingle Springs Rancheria  
(Verona Tract), California  
5281 Honpie Road, Placerville, CA  
(530) 698-1400 Office • (530) 676-3582 Fax  
[www.shinglespringsrancheria.com](http://www.shinglespringsrancheria.com)

**JOB TITLE:** Finance Director/CFO

**DUTY STATIONS:** Finance Department

**REPORTS TO:** Tribal Administrator

**FLSA Classification:**

**RATE OF PAY:** DOE

### POSITION SUMMARY

Under the direction of the Tribal Administrator, or designee, the Finance Director/CFO will be responsible for the sound financial management and overall fiscal administration for all programs and services provided by the Shingle Springs Rancheria.

### SPECIFIC RESPONSIBILITIES

1. Supervision and management of all funds provided by federal, state and county contracts and private funding sources.
2. Maintenance and completion of all cost reporting requirements in accordance with funding agencies policies.
3. Responsible for the internal budget formulation and monitoring of operations, payroll, budget endorsements and fiscal control of all grants and contracts in support of this operation.
4. Assures that management of all the financial affairs is effective and efficient, complying with all accounting and governmental standards including proper internal accounting controls.
5. Serves as liaison on fiscal affairs with funding sources.
6. Responsible for the development and monitoring of all budgets and project proposals for state, federal and private funding sources development of timely reports for submission to all funding agencies, program directors and SSR Tribal Council.
7. Coordinates and solicits an annual financial audit.
8. Develop and maintain the fiscal policies and procedures manual and internal controls.
9. Ensure sufficient insurance coverage and conducts periodic reviews for this purpose.
10. Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory interaction.



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11. Develop credibility for the finance group by providing timely and accurate analysis of budgets and financial reports that will assist the Tribal Administrator, Tribal Council and other Directors in managing their responsibilities.
12. Continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
13. Participate in the negotiation of contracts.
14. Evaluate the finance department structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with an emphasis on opportunities for individuals.
15. Participate in the negotiations and purchase of capital expenditures.

### MINIMUM QUALIFICATIONS

1. BA or BS from an accredited university in Accounting or closely related field or equivalent education and experience to perform the functions of the position., and minimum five (5) years' experience government program financial management. MBA in Finance and Accounting highly desired and CPA required.
2. Experience in the financial administration of multi-million dollar, government funded programs with strong business and communication skills preferred.
3. Preference will be given to Indian applicants. Knowledge of Indian Community and sensitivity to Indian needs required.
4. Knowledge of modern office practices, methods, procedures and automated systems.
5. Knowledge of general goals and purpose of Shingle Springs Rancheria programs and services
6. Excellent oral and written communication skills and show the ability to work with a diverse culture, ethnic and socio-economic background.
7. Thorough knowledge of current manual and automated accounting procedures.
8. Ability to manage multiple priorities.
9. Technical skills and experience in financial reporting and analysis, cash flow management, and information technology including Local and Wide Area Networks.
10. Knowledge of various government funding requirements and OMB, federal and state compliance.
11. Strong customer orientation.
12. Must be able to pass a thorough background investigation including driving record, criminal background, employment and education verifications.
13. Knowledge of Great Plains software preferred.



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### **DRUG SCREEN**

Shingle Springs Rancheria requires the successful completion of a drug screening of all potential Tribal employees prior to the scheduling of an interview. The Tribe recognizes that the State of California has legalized the use of marijuana. The Tribe is located on federally owned trust land and complies with federal laws. Therefore, marijuana use is prohibited and all drug tests will include a screening for THC.

Shingle Springs Rancheria recognizes a zero tolerance drug and alcohol policy and employees will be required to sign a Consent to Drug and/or Alcohol Testing. Employees may be selected for alcohol / drug testing upon reasonable suspicion, and upon any/all accidents.

### **BACKGROUND CHECK**

Candidates for this position will be subject to criminal and character background checks and fingerprinting prior to the scheduling of an interview. Verification of previous employment and education will be conducted after the interview if an offer of employment is being considered.

### **CONFIDENTIALITY**

Confidentiality is an absolute requirement for this position and is cause for immediate termination if not followed to the highest standard.

### **INDIAN PREFERENCE**

Preference in hiring is given to: (1) qualified Shingle Springs Band of Miwok Indians members; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants claiming Indian preference must submit verification of Indian eligibility.

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I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or the Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_