



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

**Internal Only**

<b>Job Title:</b>	<b>Chief Financial Officer</b>	<b>Open Date:</b>	<b>February 19, 2021</b>
<b>SLT Program:</b>	<b>Finance</b>	<b>Close Date:</b>	<b>March 5, 2021</b>

**Position Objective: The CFO is responsible for managing the finance department. This role also serves as a consultant for managers within the organization, advising them of current budgetary information and working with managers to create a fiscal strategy that aligns with the goals of the Spirit Lake Tribe.**

**Major Duties & Responsibilities:**

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Participate in the development of the Tribe's plans and programs as a strategic partner.
- Evaluate and advise on the impact of long-range planning and introduction of new programs/strategies.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Tribal Council and other senior executives in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the Tribe and Finance Department.
- Establish credibility throughout the organization and with the Tribal Council as an effective developer of solutions to business challenges.
- Provide technical financial advice and knowledge to others within the financial discipline.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
- Provide strategic financial input and leadership on decision making issues affecting the organization.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Be an advisor from the financial perspective on any contracts into which the corporation may enter.
- Evaluate the finance department structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
- Provides oversight and accuracy of the Tribe's reservation-wide insurance policy
- Negotiates indirect Cost Rates with the appropriate regulatory agencies

- Oversees the Indirect Cost Rate and Indirect Cost Budget to meet the administrative functions to comply with all funding source contractual obligations.
- Interfaces with all funding sources to ensure full compliance with all applicable Tribal Laws, federal grant regulations and external laws.
- Be a resource to Tribal Council from a financial perspective.

**Knowledge, Skills, Competencies:**

- Financial Management & Business Acumen
- Communication Proficiency
- Ethical Conduct
- Leadership & Performance Management
- Personal Effectiveness/Credibility
- Problem Solving/Analysis
- Strategic Thinking & Technical Capacity
- Familiar with federal accounting standards and regulations and account auditing processes
- Well versed with Microsoft Office applications; excel, word, power point.
- Familiar with programs respective governing circular and regulatory guidelines.
- Be able to work effectively with others and be a team player.
- Displays a high level of trustworthiness to perform the work.
- Ability to manage time and prioritize tasks, producing quality output within time constraints.

**Qualifications, Experience and education required:**

- Bachelor’s degree with 5 years of related experience or Two-year degree with 10 years of related experience.
- History & knowledge of working with an accounting system.
- Supervised staff for at least 3 years

<b>Job Location:</b>	Spirit Lake Tribal Community Center	<b>Company Industry:</b>	Spirit Lake Tribe-Finance
<b>Exempt/Non-exempt</b>	Exempt	<b>Closing Date:</b>	Filled
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Secretary-Treasurer
<b>Hourly Salary Range:</b>	\$75,000 to \$98,000	<b>Manages Others:</b>	Yes
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota

<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	<p>Complete application/Resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>		