



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Chief Financial Officer
EMPLOYER: Eastern Shoshone Tribe – Shoshone Finance
SALARY: DOE
OPENING DATE: May 23, 2018 **CLOSING DATE:** OPEN UNTIL FILLED

QUALIFICATIONS:

- A Bachelor's Degree from an accredited university or college in Accounting with five years supervisory experience in Government Fund Accounting, program planning, budgeting, and contract and grant administration. *Official college transcripts must accompany application.*
- A Certified Public Accountant or Certified Management Accountant designation is preferred.
- Experience managing P.L. 98-638 contracts and budgeting, reporting and accounting processes, including establishing and managing Indirect Cost Agreements.
- Experience with OMB Rules and Regulations that govern contract and grant administration and tribal government.
- Experience with the management of investment and trust accounts.
- Experience with general ledger, cash flow, and budgeting management systems.
- Experience with MIP Accounting Software.
- Must be bondable.
- Excellent communicate skills and the ability to prepare and present clear concise reports, both verbally and in writing.
- Applicants for management position are required to submit to pre-employment background checks and the results will be used to determine suitability for employment with the Eastern Shoshone Tribe.

DUTIES AND RESPONSIBILITIES:

- Responsible for managing and evaluating Finance, Contracting, and Property/Procurement departments with the authority to uphold financial management system polices and procedures for enforcement and compliance.
- Oversees the updates of the Tribal Accounting Manual on annual basis, including recommends Financial Management System Policies and Procedures.
- Coordinates an annual budgeting process with the Shoshone Business Council and Department Directors.
- Oversees the annual independent audit for the Shoshone Tribe for the purposes of Governmental A-133 requirements, the Combined Financial Statement Audits for purpose of Governmental Accounting Stands Boards (GASB) statement 34, and any other audits that may be required.
- Initiates and oversees the Tribes' ability to secure any and all financing for whatever purposes deemed necessary by the Tribe to be in compliance with all financial covenants.
- Provides the Shoshone Business Council with quarterly financial status reports for all tribal

government funds including contracts and grants, indirect cost pool, general funds, investment data and trust accounts.

- Directs development of an automated accounting reporting system in compliance with Tribal, Federal and other applicable laws that govern use of government funds. Develops and recommends fiscal policies and procedures; established accounting controls in compliance with General Accounting Practices and OMB guidelines. Assures that the tribal government carries out audit requirements in accordance with the Single Audit Act.
- Establishes the Indirect cost proposal and monitors compliance with specifications contained therein. The CFO interfaces with Tribal Management System department to assure indirect funding allocations adequately support operational requirements. Manages the Indirect Cost Agreement in compliance with Federal specifications for cost reimbursement.
- Reviews, analyzes and interprets financial and statistical reports and advises program management in financial matters, prepares or directs preparation of a variety of specialized financial management reports, financial statements, and schedules and analyzes.
- Assures that financial transactions are completed in an accurate, timely and efficient manner.
- Monitors charges to the tribal government to assure they are reasonable and necessary.
- Reviews documentation, evaluates expenditure activity and monitors cash flow status.
- Manages all tribal investments and assures that accounts are managed in compliance with funding source requirements.
- Works in responsive and cooperative manner with and department directors to assure quality control and accuracy of program records, and financial reports.
- Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Shoshone Tribe including conducting themselves both on and off the job in a matter that brings credit to the Tribal government.
- Motivates department personnel and peers toward future goals. Monitors and evaluates program performance and accomplishments; assesses overall effectiveness, efficiency and provides appropriate guidance.
- Interfaces with grant agencies and Tribal management system personnel to assure programs are managed in compliance with applicable regulations and Tribal Management System policies and operating procedures.
- Provides technical and personnel support to other tribal programs when the need arises by reviewing, commenting, or making recommendations for improvement.
- Duties and responsibilities will include other activities and areas as needed to carry out the position functions.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to dshoyo@easternshoshone.org or faxed to 307-332-9883 until 4.45 PM on the closing date. Supporting documents: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications. **Indian preference applies.** Applicants who have a current application on file, must submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.** Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.