



**The Minnesota Chippewa Tribe
Position Description
Chief Financial Officer**

Division: Finance

Reports To: Executive Director

Worksite: Tribal Headquarters, Cass Lake, MN

Status: Exempt

Safety Sensitive: Yes

License/Certification Requirements: Must have a valid MN driver's license, current insurance, or be insurable.

Salary: \$119,000 - \$135,000 including full benefits such as Medical, Dental, 401k, etc.

Primary Function

The Chief Financial Officer (CFO) is responsible for managing all financial actions of the Minnesota Chippewa Tribe (MCT). This includes financial planning, management of financial risks, recordkeeping, and financial reporting. The CFO will oversee all financial and fiscal management aspects of the MCT government and its enterprises, including the Finance Corporation, ensuring compliance with applicable regulations and standards.

Duties and Responsibilities

- Financial Management: Ensure the accuracy, quality, security, protection, and preservation of all financial records, data, and tracking systems.
- Reporting: Manage the preparation of all financial statements, including annual operating budgets, income statements, balance sheets, tax returns, and governmental agency reports.
- Budgeting: Compare revenue projections and budget expenses to actual expenses; make necessary adjustments to future projections and budgets.
- Economic Analysis: Study long-range economic trends and project their impact on future growth and market trends.
- Investment Management: Coordinate and monitor long-range planning, direction, and timely execution of the MCT's overall investment, treasury management, and financial goals.
- Policy Development: Develop and implement Investment Management Policies and Procedures; recommend policy changes as necessary.

- Strategic Planning: Provide organization and leadership in developing long-term strategies and annual operating budgets for departments for review and approval by the Finance subcommittee.
- Compliance: Ensure compliance with all applicable tribal, local, state, and federal regulations, accreditation, and licensure requirements.
- Collaboration: Coordinate with all department directors to ensure the accurate and timely completion of granting agency reporting and regulatory requirements.
- Benefits Management: Provide direction and recommend approval for decisions on employee benefits and retirement plans.
- Insurance Management: Evaluate and recommend insurance coverage for protection against property losses and potential liability.
- Confidentiality: Maintain confidential information and adhere to program policies governing staff conduct.
- Meetings and Training: Attend and/or conduct all mandatory meetings and training as required.
- Travel: Travel in and out of state as needed.
- Cultural Sensitivity: Demonstrate understanding and sensitivity to Native American culture.
- Finance Corporation Services: Knowledge and understanding of all services provided by the Finance Corporation, including legal and procedural requirements of home purchases and mortgages, all phases of new home construction and renovation, and legal and procedural requirements of rental property, delinquencies, and foreclosures.
- Procedural Systems: Knowledge and understanding of the various procedural systems within the Finance Corporation and how they interact; loan applications, records management, accounting, reporting, loan escrow, delinquencies, construction, sales and rentals, and insurance.
- Other Duties: Perform other duties as assigned by the Executive Director.

Supervisory Responsibilities

- Oversee the MCT Accounting and Finance Corporation departments.
- Ensure appropriate departmental staffing levels based on efficiency and cost-effectiveness while maintaining operational requirements.
- Provide leadership, supervision, training, and evaluation of assigned staff.
- Host regular staff meetings to ensure communication among personnel.

Required Knowledge and Experience

- Education: Bachelor's Degree in Finance, Accounting, or Business Administration required; Master's degree and/or CPA strongly preferred.
- Experience: Minimum of 7 years of experience in financial management, with at least 3 years in managerial or supervisory capacity. Experience in tribal government or similar environments preferred.

- **Skills:** Knowledge of fund accounting and modern accounting methods. Strong verbal and written communication skills. Competence with Windows operating systems, word processing, and spreadsheet software. Ability to analyze problems, project consequences, identify solutions, and implement recommendations.
- **Integrity:** Must be exemplary in all aspects of integrity, professionalism, accountability, accuracy, and quality in job performance.
- **Legal:** No felony convictions involving dishonesty, embezzlement, or fraud.

Personal Contacts

Contacts are made with all levels of professional and support staff within the Minnesota Chippewa Tribe and its six member reservations. Contact is also made with a wide range of Federal, State, and Tribal officials and government agency staff.

Work Environment

The responsibilities of this position are performed primarily within the offices of the Minnesota Chippewa Tribe in Cass Lake.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Ability to travel to and from various worksites and access various departments of a given location.
- Standing, kneeling, and bending involved with the filing process.
- Ability to lift up to 30 lbs utilizing safe lifting techniques.
- Non-smoking environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel Requirements

Frequent travel is required to meet with Tribal, Federal, and State officials. Travel will be required to attend training or meetings conducted out of town or out of state.

Send resume and references to:

Joel D. Smith • Director of Administration
The Minnesota Chippewa Tribe
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EEO- American Indian Preference