Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

CHIEF FINANCIAL OFFICER

Position Description

Opens: November 6, 2026 Closes: November 25, 2026			
Department:	Accounting	**Reports to (title):**	Executive Director
Job Code:	EX-22	**Job Location:**	Bois Forte Tribal Government- Nett Lake, MN
Pay Range:	Min: $134,248.80 ($64.56) Mid: $179,046.40 ($86.08) Max: $223,828.80 ($107.61)	**Supervises:**	Comptroller
Hours/week:	40	**Classification:**	Exempt
Type of Position:	Full-Time	**Effective Date:**	06/24/2026
Indian Child Protection Background:	No	**Revised Date:**	06/24/2026
Telecommute:	20-40% (after Intro Period)		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Chief Financial Officer is responsible for the overall fiscal management of the Bois Forte Tribal Government. Must understand Federal, State, Local and Private funding requirements, Position also supports the sovereignty of the Tribal Government and its long-term goals.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Coordinate and directs the financial planning, budgeting, grant reporting, procurement, and investment activities of the Bois Forte Tribal Government.
2. Prepare or direct the preparation and assembly of monthly and quarterly financial statements, government activities to present the financial position, forecast, annual budgets, and reports required for financing to the Bois Forte Tribal Council.
3. Evaluate the need for investment of excess revenues to ensure short and long-term capital gains and dividends.
4. Develop and maintain relationships with banking, investment service, and insurance personnel to facilitate financial interests, security of assets, and beneficial relations for the company.
5. Analyze the financial details of the past, present, and expected operations in order to identify trends, development opportunities, and areas where improvement is needed.
6. Advise management on short-term and long-term financial objectives, policies, or actions.

7. Develop and monitor the organization's performance against key government objectives.
8. Identify, analyze, and implement potential operational cost savings.
9. Analyze operation issues impacting functions and their financial impact.
10. Establish and monitor departmental financial objectives and performance through goal setting and planning.
11. Provide financial and technical expertise on projects requiring complex financial analysis skills, including possible leverage of grant funds.
12. Analyze the financial and operational results of the organization to develop an information base for future managerial action.
13. Assist in the analysis and interpretation of financial statements and related reports.
14. Participate in the long-term strategic plans for the reservation.
15. Develop financial models based on the collection, evaluation, and the analysis of data to develop recommendations for corrective actions.
16. Evaluate current Enterprise Resource Planning (ERP) platform to ensure financial and other data is properly captured and reported to proper management staff.
17. Work in cooperation with the Executive Director, Senior Management, and Program Managers to develop strategies for the maximization of revenues and control of expenditure.
18. Analyze or direct staff on the financial performance of each program and confer with Senior Management on recommend remedial action.
19. Provide direction, assistance, training, and advice to other department managerial personnel regarding budgeting, forecasting, procurement, and other financial management areas.
20. Ensure compliance of policies and procedures as they relate to financial management and accounting issues.
21. Ensure all financial records are maintained in a manner acceptable to applicable government regulations and industry standards.
22. Develop internal control policies and procedures for all financial activities such as budget administration, purchasing, inventory control, payroll, accounts payable, accounts receivable, and accounting related functions.
23. Periodically audits accounts payable, accounts receivable, payroll, and records of transactions to ensure internal compliance and accuracy of financial reporting.
24. Ensure finance staff conducts and coordinate required audits of the organization’s accounts and financial transactions to ensure compliance with federal, tribal, and state requirements and statutes.
25. Monitor all financial activities and details such as reserve levels to ensure that all legal, regulatory, and management requirements are met.
26. Maintain current knowledge of federal, tribal, and state policies and directives relating to current accounting and investment standards. Provide and maintain security of all financial information, files, books, records, and electronic data information.
27. Direct the collection and development of information for the timely preparation of all applicable tax returns and respective payment to local, state, or federal government, of any applicable tax obligations.
28. Responsible for the accurate recording of transactions, submission, and maintenance of appropriate documentation, and timely completion of all related financial functions.
29. Ensure self-funded benefit programs are appropriately funded and reserved.
30. Maintain confidentiality of financial, customer, vendor, and personnel information and ensure all are in compliance with applicable laws and data privacy policy.
31. Supervise Comptroller who oversees the finance department staff.
32. May recommend and implement personnel actions such as progressive discipline, promotions, and terminations in accordance with tribal government policies and procedures.
33. Oversee compliance with all tribal government approved accounting policies, procedures, and development.
34. Prepare, submit, and negotiate the Indirect Cost Proposal and Direct Contract Support Cost for IHS and BIA Self-Governance Compacts
35. Direct staff to maintain a property management system that complies with the requirements of various contracts and the Uniform Guidance.
36. Direct staff and is responsible for timely and accurate reconciliation of all accounts, especially cash, payables, receivables, property, and equipment.
37. Responsible for the timely closing out grants.

38. Responsible for the timely and accurate presentation of financial reports to the Tribal Council, Senior Management, Program Directors and the appropriate funding agencies.
39. Responsible for the timely and accurate payment and documentation of all disbursements, including payroll and accounts payable.
40. Responsible for the timely deposit of all funds received.
41. Assure compliance with budgetary constraints.
42. Assure proper allocation of expenses to programs and the Indirect Cost Pool.
43. Ensure staff coordinates income tax assistance for community.
44. Responsible for special reports and projects requested by the Tribal Council.
45. Coordinate annual negotiations for the BIA, IHS, and non-BIA compacts and/or annual funding agreements.
46. Monitor and supervise the self-governance compacts and annual funding agreements, assists in and reviews the development of memorandums of agreements, contractual agreements, and documents, specifically related to the annual funding agreements.
47. Act as a liaison between the Tribal Government and BIA and IHS Offices of Self-Governance.
48. Coordinate, prepare, and submit the required annual Self-Governance report requested by the Tribal Council.
49. Monitor drawdowns of Self-Governance compacts.
50. Prepare and submit indirect cost analysis (needs) to BIA and IHS.
51. Review laws and regulations related to Self-Governance.
52. Prepare and process Self-Governance waivers if needed.
53. Evaluate and monitor political and legislative activities that may have a potential impact on the tribal government and recommend plans for maximizing the benefits of the tribal government.
54. Assist with 105 (l) Lease negotiations.
55. Perform all other duties deemed necessary.
56. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• At least 10 years of management experience in a similar position within a governmental entity.
Education:	• B.A. or B.S. in accounting, finance, economics, business administration, or related major.
License/Certification:	• Must possess a valid State of Minnesota driver's license, reliable transportation, proof of insurance, and be eligible to drive under any other motor vehicle use policies applicable to the position.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Financial Management & Accounting Advanced knowledge of: o Governmental accounting (GASB standards) o Fund accounting and grant accounting o Financial reporting, auditing, and compliance o Understanding of: o Budget development and long-term financial planning o Internal controls and risk management frameworks • Tribal Governance & Sovereignty Knowledge of: o Tribal sovereignty and self-governance principles o Tribal constitutions, bylaws, and financial policies o Federal trust responsibilities o Familiarity with: Bureau of Indian Affairs (BIA), Indian Health Service (IHS), and federal funding structures • Federal, State, and Grant Compliance Expertise in: o Uniform Guidance (2 CFR Part 200) o Federal grant administration and reporting o Compliance with agencies such as HUD, DOI, HHS

  - Knowledge of contracts and procurement regulations
- Economic Development & Tribal Enterprises Understanding of:
  - Tribal business operations (casinos, energy, forestry, etc.)
  - Investment strategies and revenue diversification
  - Knowledge of financial oversight of tribal enterprises and subsidiaries
- Taxation & Legal Environment Knowledge of:
  - Tribal taxation authority and limitations
  - Interaction between tribal, federal, and state tax systems
  - Familiarity with financial legal frameworks affecting tribal entities
- Financial Leadership & Strategy:
  - Strategic financial planning and forecasting
  - Budget analysis and fiscal policy development
  - Ability to align financial strategies with tribal goals and community priorities
- Analytical & Technical Skills:
  - Advanced financial analysis and modeling
  - Interpreting complex financial data for decision-making
  - Proficiency with: Financial systems (ERP), Microsoft Excel, and reporting tools
- Communication Skills- Ability to:
  - Translate complex financial information into clear reports for Tribal Council and stakeholders
  - Present financial insights to non-financial audiences
  - Strong written reporting and policy drafting skills
- Leadership & Management:
  - Leading finance departments and cross-functional teams
  - Staff development, mentoring, and performance management
  - Change management and organizational improvement
- Compliance & Risk Management- Developing and monitoring:
  - Internal controls
  - Financial policies and procedures
  - Managing audits and resolving findings
- Strategic Decision-Making- Ability to:
  - Evaluate financial risks and opportunities
  - Make sound recommendations aligned with tribal priorities
  - Support long-term sustainability and economic growth
- Cultural Awareness & Ethical Leadership -Ability to:
  - Respect and incorporate tribal values, traditions, and community priorities
  - Maintain ethical standards and confidentiality
  - Sensitivity to community impact of financial decisions
- Problem-Solving-Ability to:
  - Address complex financial challenges
  - Navigate funding constraints and compliance requirements
  - Creative thinking for revenue generation and cost efficiency
- Multi-Tasking & Adaptability:
  - Manage multiple funding streams, programs, and enterprises
  - Adapt to changing federal regulations and economic conditions
- Relationship Building:
  - Establish strong relationships with:
  - Tribal leadership and council members
  - Federal and state agencies
  - Auditors, banks, and external partners

PREFERRED QUALIFICATIONS

- Governmental Accounting Experience.
- Certified Public Accountant Certificate.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check, and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Simona Benner 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, slbenner@boisforte-nsn.gov . Applications received after the closing date will not be accepted.