



Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Chief Financial officer

JOB NUMBER: 2018-020

DEPARTMENT: FINANCE

JOB DESCRIPTION: Candidate is responsible for overseeing the general accounting and financial reporting functions for the enterprises of the Tulalip Tribes managed under the Consolidated Borough of the Quil Ceda Village. The position will oversee respective financial services areas including specific management of inventory and property management, gross margin analysis, A/R, A/P, and associated internal controls.

He or she is responsible for implementing and maintaining a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies, US GAAP (GASB and FASB). Person is also responsible for; coordinating the annual audit function and applicable audit schedules in a timely manner for the Enterprise activity of the Tulalip Tribes.

JOB OPEN: 09/10/2018

JOB CLOSE: 09/24/2018

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: GENERAL MANAGER

EMPLOYEE SUPERVISES: Government Finance Manager, Enterprise Finance Manager, Supply Chain Manager

EDUCATION:

- Undergraduate Degree in accounting or related field required
- CPA certification required

EXPERIENCE:

- 5 - 10 years of combined Public Accounting and Private Industry accounting experience within a multifaceted business.

- Prior management experience required.

OTHER REQUIREMENTS:

- Demonstrated ability to form, lead and develop high-performing teams.
- Ability to work collaboratively across departmental functions.
- Experience in analyzing business performance and developing financial plans within a retail and customer service environment desirable.
- Strong knowledge of US GAAP, internal controls and financial reporting required.
- Excellent communication and leadership skills are mandatory.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of a personal computer and routine paperwork
- Stamina to sit, stand, and/or walk for prolonged periods of time
- Tolerance to be exposed to computer screen for prolonged periods of time on a regular basis
- Mobility to bend, stoop, and/or climb stairs on a regular basis

SPECIFIC JOB PERFORMED:

- Responsible to ensure that financial reporting is integrated with business objectives and monitoring functions of the Board
- Oversees the general accounting functions, which includes inter-company accounting, cash management/reconciliation, inventory and property management, financial reporting, balance sheet management.
- Accountable for ensuring that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.
- Coordinates and oversees the activities relative to internal controls documentation and testing and segregation of duties.
- Provides technical accounting GAAP guidance and support to all company entities. At times, this may include involvement in due diligence and other activities surrounding acquisitions/dispositions.
- Responsible for proper timing and application of revenue recognition rules.
- Ensures that company financial records, under responsibility, are maintained in compliance with company policies and US GAAP.
- Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure this compliance.
- Ensures that company financial reports are prepared in compliance with policies and Board directives and US GAAP.

- Ensures that the enterprise computer systems continue to operate as required (financial reporting [general ledgers], point of sales and inventory management, billing and collections). Involved in validating/designing suggested changes to ensure accounting requirements continue to be met.
- Responsible for being a main contact for accounting software.
- Responsible for preparing reports and assisting with understanding and interpreting reports for all enterprises.
- Coordinates work related to both internal and external audits in the periodic review of the company financial records. Is further responsible for the implementation of agreed upon recommendations related to areas of responsibility, resulting from the audit findings
- Ensures that the accounting department is staffed with qualified financial personnel capable of meeting the objectives and responsibilities, noted above.
- Responsible for continued development of these associates.
- Responsible for presenting all financial results to the Council Board and
- Membership. •
- Will have direct management responsibility of the following finance staff:
- Other duties as deemed necessary

BASE WAGE: USD \$DOE

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.