

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 ... FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Finance Director

**SALARY:** Pay Range: 15  
\$100,000 to \$118,890.00 per year

**DEPARTMENT:** Department of Administration, Office of Finance

**LOCATION:** Position located at Nixyaawii Governance Center, Mission, Oregon,  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package

**SUPERVISED BY:** Executive Director

**OPENING DATE:** September 7, 2010

**CLOSING DATE:** October 1, 2010

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

The Finance Director is the primary financial executive for the Tribe and as such directs the Tribal government's accounting practices and financial planning, management, and reporting in coordination with the Executive Director. The Finance Director is responsible for the enforcement of, and compliance with, the Fiscal Management Policy, Budget and Appropriations, Grants Management, Property and Procurement. Also monitors the financial management and accounting practices of tribal entities not operating within the Tribal government structure. The Finance Director develops and fosters relationships with government agencies, banking and lending institutions, investment managers, other Tribes, insurers, the financial community, Tribal

government Department Directors and other supportive staff. Provides staff support to executive management and the Board of Trustees for overall direction for fiscal and financial policies and objectives.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

### Fiscal Duties (70 percent of job function)

1. Assist the Board of Trustees and executive management with the development and updating of long range strategic plans for the Tribe. Maintain and regularly update a five-year revenue forecast.
2. Responsible for day-to-day implementation of investment policies, oversight of investment portfolios, and coordination with investment consultants, and for coordination of banking relationships.
3. Work with the Board of Trustees and executive management to provide financing options and make recommendations regarding those options. Oversee the finances of all Tribal government operations, department and programs.
4. Bring matters of financial importance to the Board of Trustees and Executive Director and prepare recommendations as required or requested.
5. Assists the Board of Trustees and executive management with business planning and coordinate functions, operations, and financing between Tribal business entities and Tribal government divisions and departments.
6. Provide leadership and guidance to the Board of Trustees and executive management in the Tribe's Annual Budget and Annual Work Plan Process including preparation and publishing of financial statements and related disclosures.
7. Responsible for the oversight of Tribal financial reporting and management systems and for monitoring compliance with the budget and cost allocation policies.
8. Responsible for the preparation of the annual indirect cost proposal in coordination with the Budget Officer for review and approval by the Executive Director. Conduct negotiations with National Business Center for an indirect rate for each fiscal year.
9. Ensure compliance with all Tribal, local, State, and Federal regulations that may have an impact on the Tribe, including financial reporting, grant accounting, contracts, purchasing, land use, environment, etc.
10. Develop and maintain credibility for the Office of Finance by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist executive management, the Executive Director and Board of Trustees in performing their responsibilities.
11. Responsible for developing a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs.
12. Responsible for the drafting of financial policy recommendations to the Board of Trustees.
13. Responsible for being knowledgeable of market trends that may affect Tribal resources.
14. Responsible for the oversight of the procurement of goods and services in compliance with Tribal policy and procedures as well as any other requirements associated with grants and contracts.
15. Provide regular financial updates to the Board of Trustees, Treasurer, and executive management.
16. Oversee insurance and risk management functions for the Tribe.
17. Ensure implementation of the Tribe's fiscal management policy; provide regular review and updates to the Policy.
18. Oversee property management function for the Tribe (furniture, fixtures, equipment, and related property).

Administrative Duties (30 percent of job function):

1. Responsible for the management of the Tribe's Fiscal Management Policy.
2. Prepare, or ensure the preparation of, the Office's annual work plan and related progress reporting.
3. Assist in the revision or preparation of Tribal Statutes and Resolutions having an affect on Tribal finances and financial policy.
4. Enhance and/or develop, implement and enforce policies and procedures of the Tribe by way of systems that will improve the overall operation and effectiveness of the Tribe.
5. Provide overall supervision and technical financial advice and knowledge to others within the Office of Finance.
6. Provide continual improvement of the budgeting process through education of department directors on financial issues impacting their budgets.
7. Continuously evaluate the Office of Finance structure and team plan for continual improvement of the efficiency and effectiveness of the Office as well as providing employees with professional and personal growth with emphasis on opportunities for career advancement.
8. Stay abreast of trends and regulations to ensure effectiveness and compliance for the Office of Finance functions.
9. Participate as a member of the CTUIR Management Team.
10. Other activities as directed by the Executive Director.

SUPERVISORY AUTHORITY:

The Finance Director directly supervises:

Accounting Supervisor  
Property Officer  
Budget Compliance Officer

Grants and Contracts Officer  
Development Officer  
Procurement Officer

SIGNATORY AUTHORITY:

Purchase Orders and Purchase Requests valued up to \$10,000, as delegated by the Executive Director, and time sheets, travel requests and related documents for his/her direct-report employees.

ACCESS TO SENSITIVE AREAS:

Shall have access to all areas within the jurisdiction of the Office of Finance and to all sensitive areas of the department and program containing sensitive documentation and personnel records during the proper performance of duties.

**REQUIRED MINIMUM QUALIFICATIONS:** (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Bachelor's Degree from an accredited college or university in Accounting, Finance, Business, Administration, or a closely related field.
2. Seven (7) years of progressively more responsible financial and/or accounting experience.
3. At least five (5) years of supervisory experience.

4. Working knowledge of tribal government and business accounting and auditing standards and practices.
5. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
6. Must have ability to read, analyze, and interpret the most complex documents. Ability to respond effectively and in a timely manner to the most sensitive inquires or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board of Trustees, executive management, and outside organizations.
7. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
8. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
9. Must have working knowledge of office and financial software, including: Access, Word, Excel, and Outlook. Preferred knowledge and experience with fund accounting software.
10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
11. Must pass financial background test.
12. Knowledge of Native American culture and government issues strongly preferred.

#### PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent is occasionally required to:

1. Stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk to hear.
2. Occasionally lift, and or move up to 25 pounds
3. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
4. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
5. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

#### SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

**DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

**APPLICATION DEADLINE:**

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- 1. Completed Tribal Employment application.
- 2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
- 3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
- 4. Completed application for Sensitive Tribal Positions.
- 5. High School Diploma/GED or copy of official college transcripts (if applicable).
- 6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
- 7. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.

**APPLICANT RESPONSIBILITY**

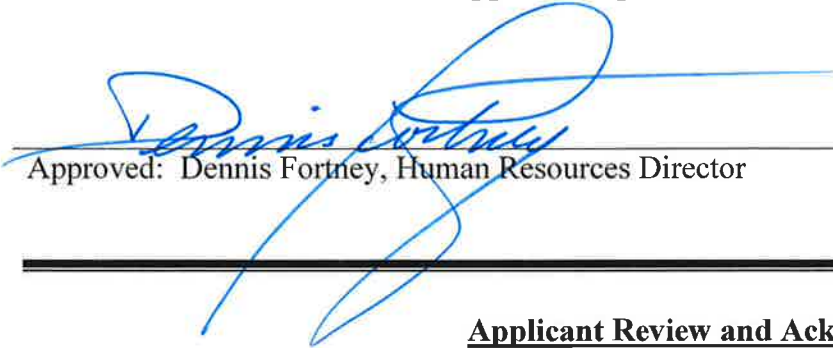
It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted


interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Dennis Fortney, Human Resources Director

  
Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date