

August 2, 2024

Dear Team,

I am happy to announce a new job opening within at QVIR. We are actively seeking a talented individual to join our team as our Chief Financial Officer (CFO).

This is an exciting opportunity for growth and impact.

Here are the details:

- **Job Title:** Chief Financial Officer (CFO)
- **Department:** Administration
- **Location:** Tribal Office

Application Process and Deadline:

- Interested candidates should submit their resumes and a brief cover letter explaining their interest in this position.
- Please email your application to:  
[HumanResources@qvir-nsn.gov](mailto:HumanResources@qvir-nsn.gov).

Internal Applicants:

- Current employees are strongly encouraged to apply. If you believe you are a good fit for this role, don't hesitate to express your interest.

External Position:

- While we value internal growth, we will also be posting this position externally. Feel Free to share this opportunity with qualified individuals outside our organization.

For a detailed job description, please refer to the attached Job Description, and a QVIR Job Application is attached.

If you have any questions or need further information, feel free to reach out to your Department Manager or our HR Team.

Sincerely,  
QVIR HR Team



# Quartz Valley Indian Reservation

## Position Description

**Job Title:** Chief Financial Officer (CFO)  
**Department:** Administration  
**Supervises:** Finance Department  
**Primary Location:** Onsite  
**Classification:** Full-time Exempt  
**Reports to:** Tribal Administrator  
**Salary:** DOE

### POSITION SUMMARY:

The CFO is responsible for planning, directing, and controlling financial and administration functions for the Tribe by following multiple policies in accordance with the Quartz Valley Indian Reservation. The individual will be responsible for all the bookkeeping and financial management record keeping, all contracts, grant financial progress reports, and any other reports relating to contracts and grants. The individual must possess personal qualities of integrity, credibility, and dedication to the mission of Quartz Valley Indian Reservation. The CFO reports directly to the Tribal Administrator and the Tribal Treasurer. The CFO is responsible for managing financial and administrative functions. This includes preparing budgets, conducting financial analysis, preparing financial reports, and developing and implementing an effective system of accounting and managing the payroll system. Failure to provide these services may result in improper budgeting and spending allocations; misplaced or misused revenues; inaccurate financial statements; financial mismanagement of the payroll; and accounts payable and/or accounts receivable not being processed in an accurate and timely manner.

### DUTIES AND RESPONSIBILITIES:

- The CFO will participate in the provision of effective strategic financial planning.
- Provide Financial Advice and Guidance to the Tribal Administrator
- Participate in Strategic and Financial Planning - Research, Prepare, and Submit the Tribe's Annual Funding Agreement
- Prepare Detailed Reports on Financial and Administrative Matters
- Attend Meetings and Make Presentations to the QVIR Tribal Business Council
- Work Directly with the Tribal Treasurer
- Solicit RFP Audits and Indirect Cost Proposals.
- The CFO will provide comptrollership functions to ensure finances are managed according to legislation, policies and procedures, and generally accepted accounting principles.
- Manage Accounting and Financial Systems and Maintain a Full and Accurate Accounting of Records
- Conduct Financial Analysis and Prepare Detailed Financial Reports and Statements
- Provide Financial and Accounting Advice, Direction, and Leadership
- Develop and Implement Purchasing Practices and Monitor the Purchase System
- Respond to Auditors' Comments Concerning Finances and Operations and Oversee Required Action to Address Deficiencies

Chief Financial Officer  
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- Implement and Monitor Payment Authority Practices • Establish and Maintain Cash Controls • Monitor Department Spending and Recommend Corrective Actions, as Necessary
- Manage Investments and Reserves
- Reconcile General Ledger Accounts and Bank Statements
- The CFO will manage and coordinate administrative functions including Personnel, Administration, and Payroll.
- Administer the BIA AFA, ICDBG, PPG/BPA, IHS AFA, TMG, Childcare, LIHEAP, US Fish & Wildlife Service, US Forest Service, TIP, Calif. Wellness, OVW, Non-Gaming Distribution, and Third-Party Funds
- Manage the Payroll System to Ensure All Staff are Paid on a Timely and Accurate Basis
- Provide Advice and Assistance on Human Resources, Planning, and Management Issues
- Assist in Preparations and Amendments of Procurement and Fiscal Policies
- Ensure the Maintenance and Backup of Computer System in the Fiscal Department
- The CFO will provide leadership and direction to the Finance and Administrative staff
- Establish and Maintain Internal Controls to Ensure Compliance with Financial, Administration, and Human Resources Policies and Procedures
- Recommend Training Programs that Maximize Individual and Organization Goals, Including Human Resources Activity Improvements
- Evaluate the Performance of the Fiscal Department and Provide Training and Development Opportunities for Such
- Manage the Maintenance and Upgrade of the Financial and Payroll System
- Provide Leadership by Delegating Tasks, Responding to Staff Inquires, and Providing Overall Direction to Fiscal Employees
- Perform Required Duties Utilizing Abila MIP Fund Accounting, Excel, PowerPoint, and Other Financial Software
- Receive and Process Correspondence and Communication, Maintaining Accurate Log of All Financial Issues
- Maintain Strict Confidentiality in Performing Duties of the CFO
- Coordinate Regular Meetings Amidst Constant Interruptions within a Busy Office Setting
- Spend Long Hours in Intense Computer Concentration Conducting Financial Analysis and Preparing Detailed Reports Requiring Attention to Detail and High Levels of Accuracy
- Record and Adjust Journal Entries
- Perform other related duties as assigned by the Tribal Administrator or Business Council.

**SUPERVISORY RESPONSIBILITIES:**

This position manages all employees of the Finance Department and is responsible for the performance management of the employees within the Finance Department.

**REQUIRED QUALIFICATIONS:**

- Minimum of an AA; Ideally a BA or at Least 4-6 Years' Professional Experience; Ideally 4-plus Years' Broad Financial and Operations Management Experience
- Experience in Financial Data Reporting and ISDA Audit Coordination for Division or Significant Program Areas
- Experience in Grants Management, Specifically with Federal Grant and Contract Programs
- Technological Knowledge and Experience in Selection and Installation Management of Accounting and Reporting Software; Strong Vendor Relationships

- Knowledge and Ability to Accurately Utilize Abila MIP Fund Accounting, Excel, PowerPoint, and Other Financial Software
- Analytic Priority-setting Experience in Organization and Problem Solving; Supporting and Enabling Sound Decision Making
- Preferred Experience Managing Financial Functions of Human Resources
- Preferred Experience with Federal Funding and Native Community Development
- Ability to Work Effectively with Native American Culturally Diverse Environments
- Ability to Prioritize, Negotiate, and Interact with a Variety of Internal and External Stakeholders, Demonstrating Excellent Communication and Relationship Building Skills
- Ability to Diversely Multi-task in a Fast-Paced Environment
- Ability to Translate Financial Concepts to and Collaborate with Programmatic and Fundraising Colleagues Less Experienced in Financial Matters
- Must be Willing to Travel, at Least Twice a Year, to Conferences, Meetings, and Seminars
- Must be Bondable
- Ability to establish and maintain effective working relationships with clients, employees, volunteers, Tribal Members, and public and private agencies.
- Must be able to pass a background check.
- Must adhere to tribal drug and alcohol policy.
- Must have a valid Driver's License and be insurable by the Tribe.
- Skill and experience in functioning in a multi-disciplinary team environment.
- Strong work ethic, reliability, and a positive attitude.

**RECEIPT AND ACKNOWLEDGMENT:**

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

**Indian Preference:**

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

**Veteran Preference:**

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov)

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Tribal Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Council

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date