



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Assistant Chief Financial Officer

CLASSIFICATION: Salaried/Exempt

IMMEDIATE SUPERVISOR: Chief Financial Officer

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: Assists the Chief Financial Officer with the planning, development, and general administration and management of all matters effecting the financial operations of the Mi'kmaq Nation (MN), and will assist with the primary and general duties of the Finance Department, on a daily basis.

EDUCATION (OR EQUIVALENT EXPERIENCE): Bachelors Degree in Accounting or Business Administration with concentration in accounting.

LICENSES OR CERTIFICATIONS: Valid driver's license.

EXPERIENCE: Experience in use of fund accounting software programs. Three (3) years' experiences working in the accounting field.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Excellent organizational and communication skills. Computer literate with an ability to learn and implement accounting software. Ability to work independently, and as a part of a team. Ability to perform work accurately, and on a timely basis.

WORKING CONDITIONS: Regular office environment.

FUNCTIONS/TASKS:

1. Will ensure that all statutory, regulatory, or other financial requirements are met, and that generally accepted accounting principles meet financial policy standards established by funding agencies and the MN. Will also ensure grant/contract conditions and standards are complied with.
2. Along with Chief Financial Officer, plans and implements the general goals and objectives of the

Finance Department that is aimed at improving the quality of support services, increasing the scope of services, and maximizing the generation of resources.

3. Receive, record, deposit and disburse the Tribal funds in accordance with Tribal Council appropriations, budgets, and program authorizations and consistent with The MN Fiscal Policies and Procedures.
4. Assist with the issuance of financial statements which reflect revenue and expenditures in accordance approved budgets for all grants and funds under the control of the organization.
5. Assist with the filing of necessary financial reports with funding agencies of the Federal Government, State Government, and other organizations as required. ie., Standard Form 425, and other financial status forms.
6. Maintain a file on all contracts/grants administered by the MN to include leases and insurance policies.
7. Assist program directors with budget revisions and submit to the proper authority for approval.
8. Maintains current knowledge of, and ensures compliance with, laws and regulations that may impact the operations of the MN Finance and Community Assistance Services departments.
9. Prepare program records for the Auditors.
10. Reconcile Grants within 90 days of grant-period ending.
11. Reconcile GL Accounts on a monthly basis.
12. Submit quarterly and annual payroll reports in accordance with IRS/Social Security guidelines.
13. Attend in-service, local, and out-of-area workshops and training sessions, to increase competency in administering support services for the MN.
14. Reports to the Chief Financial Officer of significant findings relative to his/her roles and responsibilities, posing imminent threat or danger, or acts of wrongdoing, that come to his/her attention during the performance of official duties.
15. Maintain strict adherence to the Privacy Act of 1974, and signs Confidentiality Statement.
16. Review and abide by the MN Personnel Policies.
17. All other duties as assigned by supervisor.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. The incumbent will also be required to pass a physical examination and PPD (tuberculosis) Screening.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE, WE REMAIN AN "AT WILL" EMPLOYER.

PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS

The Closing date for the position is July 5th, 2021. If you are interested in applying for this position you must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated ***that you have obtained in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).*** A Job Description and an Applications can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without successful DHHS and State of Maine background checks.

Please send the completed Job Application to the following address or email:

Cheryl Smart@micmac-nsn.gov
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.