



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Chief Financial Officer

CLASSIFICATION: Salaried/Exempt

IMMEDIATE SUPERVISOR: Tribal Administrator

SUMMARY OF POSITION: The Chief Financial Officer will be responsible for the planning, development, and general administration and management of all matters effecting the financial operations of the Mi'kmaq Nation (MI'KMAQ NATION), and will ensure that the primary and general duties of the Finance and Community Assistance Services departments are carried out on a daily basis.

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

LICENSES OR CERTIFICATIONS: Valid Maine state driver's license. Certified Public Accountant (CPA) license preferred.

EXPERIENCE: Experience in use of fund accounting software programs. Three years' experience 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. Experience working with the SAGE Fund Accounting System.

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 MI'KMAQ NATION. Will also ensure grant/contract conditions and standards are complied with.
2. Supervises the work of subordinate staff comprising the MI'KMAQ NATION Finance and Community Assistance Services departments. Is responsible for: evaluating the worker's performance through the completion and submission of Annual Performance Evaluations, and

90-day Probationary Evaluations (as necessary); disciplinary procedures; leave authorization; verifying time-cards; processing sub-contractor's pay requests, etc., in accordance with established personnel, procurement, and compliance policies and standards.

3. Along with Community Assistance Services Coordinator, and in conjunction with Tribal Administrator, plans and implements the general goals and objectives of the Community Assistance Services program that is aimed at improving the quality of services, increasing the scope of services, and maximizing the generation of resources.
4. Receive, record, deposit and disburse the Tribal funds in accordance with Tribal Council appropriations, budgets, and program authorizations and consistent with. The MI'KMAQ NATION Fiscal Policies and Procedures.
5. Issue financial statements which reflect revenue and expenditures in accordance approved budgets for all grants and funds under the control of the organization.
6. Issue special financial reports to the MI'KMAQ NATION Tribal Council as requested.
7. File 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.
8. Ensure that a comprehensive audit of The Mi'kmaq Nation funding is conducted annually with audit reports issued to the Tribal Council and respective agencies.
9. Maintain a file on all contracts/grants administered by the tribe to include leases and insurance policies.
10. Assist program directors with budget revisions and submit to the proper authority for approval.
11. Periodically inform the Tribal Chief and Tribal Administrator of the organization's financial status or potential problems in regards to any particular grant, contract, or enterprise to include providing any specific financial information as requested.
12. Ensure all bank statements are reconciled within 30 days of end of previous month.
13. Ensure the property ledger is maintained and properly recorded at least annually, at the point that physical inventories are conducted.
14. Ensure all tax deposits are made to the bank by the appropriate date.
15. Maintains current knowledge of, and ensures compliance with, laws and regulations that may impact the operations of the MI'KMAQ NATION Finance and Community Assistance Services departments.
16. Sign all Purchase Orders, and all Vouchers from check disbursements.
17. Prepare program records for the Auditors.
18. Reconcile Grants within 90 days of grant-period ending.
19. Reconcile GL Accounts on a monthly basis.
20. Submit quarterly and annual payroll reports in accordance with IRS/Social Security guidelines.
21. Attend in-service, local, and out-of-area workshops and training sessions, to increase competency in administering support services for the MI'KMAQ NATION.
22. Serve as technical advisor to the Tribal Administration relative to financial issues and needs.

23. Reports to the Tribal Administrator of significant findings relative to his/her program, matters posing imminent threat or danger, or acts of wrongdoing, that come to his/her attention during the performance of official duties.
24. Maintain strict adherence to the Privacy Act of 1974, and signs Confidentiality Statement.
25. Review and abide by the MI'KMAQ NATION Personnel Policies.
26. All other duties as assigned by supervisor.

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.

The Closing date for the CFO position is June 25, 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.** A complete 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 a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

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

Cheryl Smart
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/At-Will Employer and is a Service Provider.