



**Pride of the Ojibwe
13394 W Trepania Road
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Job Announcement

CHIEF FINANCIAL OFFICER

Opening Date: July 19, 2023
Closing Date: Open Until Filled
Salary: Negotiable (D.O.Q.)
Job Location: LCO Tribal Administration Office

Position Summary:

The Chief Financial Officer will plan, direct, and coordinate the activities relating to accounting, fiscal reporting, debt management, treasury functions including cash management, investments, sales tax administration, risk management, and purchasing. Work is performed in accordance with the Government Accounting Standards Board (GASB) "Basic Financial Statements - and Management's Discussion and Analysis for State and Local Government," statutory procedures, and broad policies as prescribed by the Lac Courte Oreilles Tribal Governing Board which holds the Chief Financial Officer responsible for the effectiveness of departmental programs. The Chief Financial Officer reports to the Secretary/Treasurer of the Tribal Governing Board.

Fiscal Officer – A program must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.

Qualifications:

- Must possess a Bachelor of Science Degree in Accounting, Business or Finance.
- Must be currently licensed as a CPA.
- Knowledge of Tribal Government Operations.
- Knowledge of Government finance administration and accounting principles and practices.

- Knowledge of investment fund management and debt administration.
- Knowledge of risk management and insurance.
- Knowledge of Purchasing and materials management.
- Must pass criminal, credit and background checks.
- Valid WI Driver's License.
- Must pass a pre-employment drug screen.

Duties and Responsibilities:

- Shall be responsible for and direct all facets of fiscal control functions of the Tribe.
- Advise the Tribal Governing Board of fiscal state of the Tribe.
- Formulation and execution of broad policy and provide immediate technical supervision.
- Responsible for the preparation of the monthly, annual, and other financial reports.
- Directs and participates in management studies, and reports on complex financial analysis and organizational and administrative policies.
- Coordinates debt management, cash flow, and bond sales.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality management.
- Ensure the timely completion of AI 33 audits.
- Negotiate tribal indirect cost rate agreements.
- Coordinate, prepare and compile financial statements of independent tribal organizations and provides summary analysis to Tribal Governing Board.
- Ability to plan, organize, and direct activities related to activities of divisions dealing with financial reporting and accounting, purchasing, and warehousing, risk management, cash management, business licensing and sales tax administration and collection, investments, and debt management.
- Perform a broad range of supervisory responsibilities of Accounting Department and Contracts Staff.
- Communicate effectively one-on-one and in small or large group settings.
- Produce clear and concise documents and reports.
- Work cooperatively with others.
- Perform other duties as assigned.

Experience and Training:

Five years of experience in managing a medium-to-large scale public agency finance department, including three years of experience at a policy determination level. Other combinations of experience and education that meets the stated requirements may be substituted at the discretion of the Lac Courte Oreilles Tribal Governing Board.

Application Procedure:

Submit **complete LCO Employment Application, resume**, at least **three (3) personal letters of references**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which the

**LCO Tribal Government
Human Resource Dept
CFO**

applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Recourse Department

13394 W. Trepania Road

Hayward, WI 54843

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***