Chickahominy Indian Tribe Vacancy Announcement

Open Position: Deputy Finance Officer

Position Summary: The Deputy Finance Officer (DFO) is a full-time (1 FTE) position in the Chickahominy Administration. The DFO is primarily responsible for supporting the daily accounting functions of Tribal Government and assisting the Finance Officer on all financial matters relevant to the operations of the Tribal Government and its entities.

Salary and Benefits: The salary for this position is $55,000 per year. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

Position Responsibilities:

- Implements the Tribe’s response to the COVID-19 pandemic as it relates to the accounting, financial, and recordkeeping requirements;
- Assures the accuracy, quality, security, protection, and preservation of all financial records, data, and tracking systems of the Tribe;
- Assists in the development and implementation of comprehensive annual operating budgets for the tribal government and select tribally-owned entities;
- Prepares revenue and expense forecasts and modeling, cash flow projections and analyses;
- Ensures compliance of accounting operations and reports with all applicable tribal, local, state and federal regulations, accreditation, accounting standards, and licensure requirements, including Generally Accepted Accounting Principles (GAAP);
- Coordinates internal and external financial or regulatory audits;
- Coordinates and monitors long-range planning, direction, and timely execution of the Tribe’s overall investment, treasury management, and financial goals, including the development and implementation of investment management policies and procedures;
- Assists with the development, negotiation, and submission of the Tribe’s indirect cost proposal, Annual Funding Agreements with the Bureau of Indian Affairs, and any other federal grants and/or contract documents in a timely manner;
- Reviews and administers procedures, systems, and policies governing the processing of data, including, but not limited to, accounts payable, payroll, accounts receivable, grants, data entry and control, cash receipts, and internal financial reports.

Position Requirements:

- Designs workflows and procedures;
- Gathers and analyzes information skillfully;
- Works well in group problem-solving situations;
- Shares expertise with others;
- Demonstrates group presentation skills;
- Develops workable implementation plans;
• Looks for ways to improve and promote quality;
• Works within approved budget;
• Understands and complies with federal, state, local, and tribal laws and regulations;
• Works well with others including staff, governmental, and institutional representatives, volunteers and the public;
• Maintains confidentiality;
• Attends training and professional development as required;
• Travels as needed;
• Works well as part of a team and demonstrates a commitment to provide high-quality services;
• Works unsupervised in a virtual work setting when necessary.

Position Qualifications:

• Minimum of a Bachelor’s degree from an accredited college or university with an emphasis in Accounting or related field with three (3) or more years’ experience in Business Administration and Finance, Accounting, or related fields;

• Knowledge of or experience in Public Accounting compliance is preferred, as this position will require close collaboration with the Tribe’s audit firm to ensure compliance with the requirements of the CARES Act as well as annual and periodic audits;

• A candidate having experience working with an Indian Tribe on financial matters is preferred;

• Computer skills necessary to complete the Essential Duties and Responsibilities of the job are mandatory, including the ability to use/learn the Tribe’s Abila accounting software;

• Any combination of experience, education, or training that would support the required knowledge and abilities.

Application Process:

• Applicants must submit a completed job application, cover letter, and resume.
• Applications must be submitted by January 28, 2021.
• Incomplete and late applications will not be considered.
• Applications may be submitted by mail. Address to: Chickahominy Indian Tribe, ATTN: Lindsey Johnson, 8200 Lott Cary Rd., Providence Forge, VA 23140
• Applications may also be submitted electronically to: Lindsey.Johnson@chickahominytribe.org.
• The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  o Chickahominy Indian Tribal Citizen;
  o Citizens of other federally recognized Indian Tribes
  o General public applicants