

## **Tribe Wide Chief Financial Officer/ Great Plains Financial System Specialist of the Ute Indian Tribe of the Uintah and Ouray Reservation:**

Education requirement:

Preference – MS in Accounting or Finance or MBA

Minimum – BA or BS degree in Accounting or Finance

Minimum 10 years experience in accounting, finance and management. Successful applicant must have a working knowledge of Generally Accepted Accounting Principles (GAAP) including governmental accounting as well as experience in budgets and forecasting, financial reporting, cash management and investment analysis. **Experience developing and implementing Great Plains financial software, developing management and financial reporting templates, design of general ledger and corporate systems architecture required. Knowledge and experience in utilizing Great plains tools such as integration, and add third party software, FRX and Sequel reporting.**

Job Description:

Tribe Wide Chief Financial Officer/ Great Plains Financial System Specialist will perform a variety of complex daily functions to maintain a system of records of the business transactions of all entities and departments, and combine the transactions and financial statements for all entities (Membership, Venture, Enterprises Funds) into one combined tribe wide financial report in accordance with generally accepted accounting principles applicable to tribal governments.

Some daily functions include development and implementation of tribe wide financial reporting that will provide;

- management with key information and analysis to make daily business decisions
- provide current and historical financial reports to authorized outside parties
- provide single audit and tribe wide financial reports to meet regulatory requirements
- Development and monitoring of Tribe wide monthly, quarterly and year end financial closing procedures
- Development and approval of Tribe wide accounting and financial reporting policies
- Development and maintenance of 5 year rolling business plan
- Development, testing and maintenance of reporting tools and templates

The following Roles and Responsibilities:

- Perform an assessment of Tribe wide operating and financial reporting needs
- Review Tribal organization structure and evaluate the effectiveness of current financial systems to meet tribal organizational structure and financial reporting needs

- Develop a plan of system modifications to achieve financial accountability and reporting objectives in accordance with general accepted accounting principles and governmental accounting standards
- Develop, implement and maintain periodic Departmental, Executive and Board reporting packages.
- Develop and implement internal and external annual financial reporting systems
- Develop budget tools
- Develop, Implement and maintain Great Plains period end closing processes
- Develop, Implement and maintain Great Plains user training program
- Implement upgrades and maintain functionality of Great Plains System
- Evaluate segregation of duties and implement appropriate access restrictions to Great Plains system. Maintain Great Plains access.
- Develop and Perform periodic financial analysis including but not limited to:
  - o Investment return and cash flow projections
  - o Perform financial analysis for mergers, acquisitions, proposed operational projects
  - o Annual budgeting process
  - o Provide financial reports and analysis for bond issuances
- Work with financial management team to prepare annual financial reports and supporting records in accordance with GAAP for annual financial audit.

This position will report to directly to Executive Director of Membership and will work in cooperation with that Controller and other Tribal entities (i.e. Enterprises, Venture Fund, Housing and Water Settlement) financial supervisors or directors in support of development and preparation of the Tribe Wide Financial Statements utilizing the Great Plains accounting system and modify Great Plains as applicable.