

## **CHIEF FINANCIAL OFFICER**

### **Swinomish Indian Tribal Community – La Conner, Washington**

Located in La Conner, WA, the Swinomish Indian Tribal Community values collaboration with fellow tribal and non-tribal governments. Their partnerships spread throughout Washington State, the Pacific Northwest region and the nation. As a tribal community, they are proud and honored to play leadership roles through partnerships with the Association of Washington Tribes, the Affiliated Tribes of Northwest Indians, the National Congress of American Indians and other institutions advocating for the rights of Native people. Their ancestors committed to protecting a way of life passed down from generation to generation. Seven generations ago, in 1855, the ancestors representing four aboriginal bands: Swinomish, Samish, Lower Skagit and Kikiallus, joined together to form the present day Swinomish Indian Tribal Community. The 11 elected members of the Swinomish Senate continue that commitment by strengthening their government and as a sovereign nation, they engage in local, state and interstate commerce, manage natural resources and exercise power over homelands and waters.

#### **Duties and Responsibilities:**

1. Overall responsibility for financial affairs of the Tribe and its components. Must monitor the financial status of all Tribal activities, enterprises and funds to ensure that the goals of the Senate are being met and the Tribe's resources are being maximized. Provide policy level direction and recommendation to the Senate on all Tribal-wide financial matters.
2. Responsible for financial reporting, analysis and interpretation of financial results for all Tribal activities, enterprises and funds to the Senate. Advise the Senate of recommended actions, policy changes and strategies to maximize the Tribe's financial position resulting from such analysis.
3. Ensure the Senate's financial goals, objectives, policies and procedures are successfully implemented for all activities, enterprises and funds of the Tribe.
4. As directed by the Senate, oversee the financial officer for each Tribal activity to ensure that each component follows sound financial policies, procedures and internal controls resulting in timely, accurate reporting and analysis of financial results.
5. Responsible for financial matters overlapping the Tribe's components, including all financing, leases, risk management, employees' benefits and investment functions, to ensure maximization of the Tribe's entity wide resources.
6. Ensure that the Tribe's policies and procedures meet the requirements of the relevant funding sources and meet the Senate's overall objectives.
7. Assist the Senate, the Swinomish Development Authority and others in implementing the Senate's economic development goals through preparation and/or evaluation of financial projections and other financial and strategic analysis necessary to maximize Tribal resources.
8. Carry out responsibilities of Accounting Manager during periods of absence including vacation.

9. Compile the annual Tribal Budget for the Budget Committee and Tribal Senate.
10. Prepare the annual indirect cost report and negotiate the rate with Department of the Interior.
11. Work with the General Manager to provide financial data for the annual report and make a verbal report to the Tribe's General Council.

### **Qualifications**

1. Bachelor's degree in Accounting, Finance or related discipline; Master's degree and/or CPA preferred
  2. 10+ Years' experience managing accounting / finance departments
  3. Culturally competent, curious and engaged in the community
  4. Ability to communicate, collaborate and provide precise and timely financial information/reporting to the Swinomish Indian Tribal Community Senate and Management that is clear, concise, and can be effectively utilized for decision-making
  5. Demonstrated proficiency with Government Accounting Standards Board (GASB)
  6. Extremely ethical self-starter with high departmental customer service standards and exceptional team leadership skills
  7. Ability to develop sound policy through consensus building with elected officials, program directors and outside entities.
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Please complete the [Swinomish job application](#) (available online), and submit with cover letter and resume to:

**Lisa E. Wilkie, Operations Director**

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**Direct** (612) 397.3168

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