

VACANT POSITION

The Hoopa Valley Tribe is accepting applications to fill the following vacant position:

CHIEF FINANCIAL OFFICER, Tribal Fiscal Dept., F/T, Regular; Salary, DOE. Directs the organization's financial planning and accounting practices as well as its relationship with Tribal program managers, Tribal members, Tribal Council, lending institutions, and the financial community. Oversees and directs treasury, budgeting, audit, accounting, purchasing, fixed assets daily activities for the organization. Appraises the organization's financial position and issues periodic reports on organizations financial stability, liquidity, and growth. Directs and coordinates the establishment of budget programs. Projects revenues to be budgeted. Plans structure of the budget, and is directly responsible to maintain the Tribal Budget as approved by Tribal Council. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and discipline employees addressing complaints and resolving problems.

Minimum Requirements:

- Must have a B.A. in Business Administration, Accounting or related field. or
- Must have seven to ten (10) years related experience and/or training; or
- Equivalent combination of education and experience.
- Certified Public Accounting preferred.
- Supervisory skills required.
- Computer skills for automated accounting system.
- No felony convictions; subject to background investigation.

This position classified as safety-sensitive. **Deadline is 6/30/09**

Job description, application, information, contact the Personnel Dept., Hoopa Valley Tribe, P.O. Box 1348, Hoopa, CA 95546. Call (530) 625-4211, ex. 125 or 110. The Tribe's Alcohol & Drug Policy and TERO Ordinance applies.