

# South Puget Intertribal Planning Agency

3104 SE Old Olympic Highway Shelton, WA 98584 (360) 426-3990 FAX (360) 427-8003

## Job Description Chief Financial Officer (CFO)

**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Classification:** Exempt  
**Wage Range:** 13/14

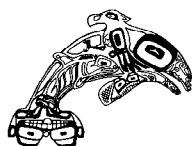
**Position Summary:** Under the general direction of the Executive Director, serves as the agency's Chief Financial Officer (CFO). This management team position is responsible for the planning, development, implementation and administration of the agency fiscal accountability and the integrity of the funds received and expended from grants and contracts. The CFO directs the SPIPA fiscal department staff including accounts payable, accounts receivable, payroll, purchasing and budgeting. Position is located at the IPC in **Shelton**.

### Responsibilities:

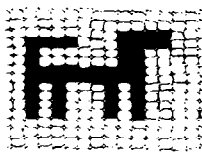
- Directs the budget development process. Works with the Executive Director and program managers to assemble the final budget for recommendation to the Board of Directors. Approves grant and contract budgets prior to submission to funding agencies.
- Prepares annual Indirect Cost Rate Proposal.
- Works with the Executive Director, managers and staff to ensure programmatic success through cost analysis, technical support and compliance with all contractual and program requirements.
- Provides technical support to staff and tribal affiliates regarding budget analysis and management.
- Oversees cash-flow management and investment of surplus funds, in accordance with best practices and financial policies and procedures. Assesses agency financial stability.
- Develops and maintains systems of internal controls to safeguard financial assets of the agency. Periodically reviews and updates the Financial Policies and Procedures.
- Supervises accounting operations, record keeping, controls and computerization.
- Oversees business insurance plans including general liability, property and casualty, workers compensation, employee health plan and others, as needed.
- Oversees the coordination and activities of independent auditors (OMB guidelines) ensuring all audit and compliance issues are met or resolved.
- Directs the preparation of all financial reports, including periodic budgets, income and expense statements, balance sheets, tax returns, fund reconciliations and reports to the Board of Directors, government regulatory agencies and non-government funders.
- Ensures adequate purchasing policies and controls are in place and that substantiating documentation is approved and available for internal or external review or audit.
- Selects, trains, develops, supervises and evaluates accounting department staff.
- Assists in the design, implementation, calculation and periodic adjustments of the employee wage/salary scale.



CONFEDERATED TRIBES OF THE  
CHEHALIS RESERVATION  
P.O. BOX 536 OAKVILLE, WA 98568  
(360) 273-5911 753-3213



SQUAXIN ISLAND TRIBE  
S.E. 70 SQUAXIN LANE  
SHELTON, WA 98584  
(360) 426-9781



SKOKOMISH INDIAN TRIBE  
NORTH 80 TRIBAL CENTER RD.  
SHELTON, WA 98584  
(360) 426-4232



NISQUALLY INDIAN TRIBE  
4820 SHE NAH NUM DR. S.E.  
OLYMPIA, WA 98513  
(360) 456-5221



SHOALWATER BAY INDIAN TRIBE  
P.O. BOX 130  
TOKELAND, WA 98590  
(360) 267-6766

- Establishes and maintains contacts with federal, state, and Tribal organizations, financial institutions, and the investment community.
- Prepares and reviews an accounting/ financial disaster recovery plan.
- Other duties as assigned.

**Qualifications:**

- Masters Degree in Business Administration, Accounting or Finance with five years of work experience developing and managing large, complex budgets (prefer experience with Federal and State grants and contracts), **or**
- Bachelors Degree in Business Administration, Accounting or Finance and seven years of related work experience.
- Certified Public Accountant (CPA) designation preferred, but not required.
- Three years supervisory and leadership experience of fiscal, accounting or business staff.
- Knowledge and understanding of double-entry accounting system, including familiarity with electronic fund accounting systems.
- Experience preparing Indirect Cost Rate Proposals and managing indirect funds.
- Problem solving and decision making skills to analyze complex issues and to propose timely and reasonable courses of action. Ability to prepare and present proposals to management staff and Board of Directors.
- Ability to maintain strict confidentiality of privileged personnel, financial or agency information.
- Exhibit strong sense of personal integrity and the ability to work cross-culturally with Native American individuals and communities.
- Strong computer skills with at least three years using Microsoft Office and MIP software (or other similar not-for-profit general ledger software).
- Possess a valid Washington State Driver's license and have proof of auto insurance.
- Must be bondable.
- Pass a background investigation including confirmation of work experience and education.

**Physical Abilities:** Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting light objects.

**Salary/Fringe Benefits:** Compensation for this position has a range of \$78,000 -\$85,000 (annualized at 37.5 hours weekly) DOQ. Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

**Confidentiality:** This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

**Equal Opportunity:** SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaskan Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**Drug-free Workplace:** SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

**To Apply:** Complete a SPIPA Employment Application packet and send with cover letter and resume including three work related references to:

Harry Bossi; Human Resources Manager  
South Puget Intertribal Planning Agency  
3104 SE Old Olympic Hwy  
Shelton, WA 98584  
[bossi@spipa.org](mailto:bossi@spipa.org)

SPIPA application is available on line at <http://www.spipa.org> (services tab) or call (360) 426-3990

**Open until filled but will start screening applications September 28, 2009.**

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