

**ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
(RRCBC) JOB DESCRIPTION
Clear View Finance Manager**

Job Title:	Clear View Finance Manager	Department:	Robinson Economic Services
FSLA Status:	Exempt	Location:	Nice, CA
Reports to:	RES Board	Full Time	
Salary Rate:	DOE	Date Approved by RRCBC:	

Position Summary:

The Clear View Finance Manager directs and manages the company lending program and is responsible for implementation and daily program oversight to ensure compliance with tribal, federal, and state laws and regulations. Responsible for strategic planning, business development and execution, financial and operations management, reporting, and oversight of vendors and supporters. Provides leadership to the Clear View Finance Assistant Manager.

Responsibilities:

- Develop, implement, and maintain a profitable and growing lending program.
- Demonstrate leadership by modeling desired behaviors appropriate to the work environment and adhering to the company values, vision, and operating principles.
- Develop and implement an effective internal control framework to achieve a high degree of efficiency and to mitigate executional, financial, and compliance risks in accordance with the Robinson Economic Services (RES) Board.
- Advise the RES Board on strategic and executional matters related to company operations.
- Liaison with regulatory authorities.
- Review diligence document for existing and proposed Third Party Service Providers (TPSP); Address risks associated with third party service provider failure to perform against any service level agreement (SLA).
- Engage actively in the community; develop and foster key business and community relationships.
- Provide input to long-range goals, formulate annual business objectives, manage budgets, and direct operational planning process.
- Prepare and monitor performance reports on achievement of business goals and objectives.
- Effectively and regularly communicate with the RES Board, and provide documentation regarding financial standing, program performance, business initiatives, recommendations, and profitability.
- Maintain comprehensive, current knowledge of applicable laws and regulations (Tribal, State, and Federal); Maintain currency on trends and advances in government sectors, business areas, and the short and long-term economic market.
- Stay current on regulatory matters involving financial services.
- Hire, train, supervise, evaluate, and develop staff in accordance with company policies.
- Maintain a professional and respectful work environment.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Demonstrated capability to interface and maintain effective relationships with the RES Board, Tribal Council, regulatory agencies, program partners, and all internal and external stakeholders.
- Excellent human relations and management skills, extensive knowledge and commitment to issues pertaining to economic development, strategic and innovative leadership skills, and experience in working with boards of directors and membership organizations. Regional partnerships and extensive contact with government officials and public/private entities are an integral part of the day-to-day operation.
- Proficient computer skills including Microsoft Office, database, and financial software programs.
- Ability to read, analyze and interpret various reports and documents, including financial records and legal information.

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- A high degree of interpersonal skills, including oral and written communication, public speaking presentation, and relationship building.
- Must be comfortable working in a small, start-up business environment.
- Respect for all Tribal Members, Tribal Officials, Supervisors and Co-Workers.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds.
- Respect for Robinson Rancheria Tribe and surrounding Native American tribe custom and traditions.

Experience and Education:

- High School diploma or GED required.
- Bachelor's degree in Business Administration, Accounting, Finance, or related field strongly preferred.
- A minimum of five years demonstrated successful experience in a progressively responsible operations management position, tribal management, or corporate experience; or equivalent combination of education and experience.
- Prior lending, banking, or financial services industry experience a plus.
- A strategic thinker with management experience and proven track record of developing, implementing, and assessing programs, projects, and events.

Conditions of Employment:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- Employee will serve 90-day probationary period.
- Valid state issued driver's license.

Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indians Self-Determination and Education Act, Public Law 93-638

Disclaimer *The list of requirements, duties and responsibilities listed above is by no means a complete list. It is merely a general summary of the position described. Management reserves the right to revise or change this position description at any time.*