



**JOB DESCRIPTION
FINANCE MANAGER
Robinson Rancheria of Pomo Indians**

Job Title:	Finance Manager	Dept:	Administration
FSLA Status:	Exempt	Location:	Finance Department
Reports to:	Tribal Administrator & RRCBC Secretary/Treasurer	Full-Time	Regular Office Hours
Salary Range	DOE	End Date:	Open Until Filled

SUMMARY

As a key member of the Robinson Rancheria Citizens Business Council Planning and Finance team, the Finance Manager is responsible for a wide range of the Tribes accounting and financial functions. This position requires knowledge of accepted accounting principles and practices, experience in financial statement preparation, and the management and coordination of payroll, AR, AP, and audit cycles. Candidates with an elevated level of integrity, who have experience in government agency accounting, are familiar with public sector budgeting and procurement, and work well in a fast-paced dynamic environment, are encouraged to apply. A full-time position with competitive benefits package.

Off-premises fiscal activities monitoring include but not limited to, the Gaming Commission, Casino, Tribal Enterprises and California Tribal TANF Program.

The Finance Manager implements financial internal controls utilizing any Tribal and Federal codes and regulations for ensuring finance controls are up to date. The Finance Manager will maintain day to day management and accounting systems utilizing the Tribe's Finance Policies and Procedures.

DUTIES AND RESPONSIBILITIES

- Formulates, implements, and updates various accounting procedures, systems, and manuals.
- Formulates, implements, and updates various procurement procedures, systems, and manuals.
- Enters various accounting module batch files into the general ledger.
- Analyzes the general ledger accounts and prepares adjusting entries as required.
- Reconciles all bank accounts.
- Develop, manage, and implement internal finance control measures.

- Prepares financial statements for presentation to the Tribal Administrator.
- Implements and supervises payroll systems, payroll tax reporting, and employee earnings record.
- Completed all federal, state, and local grant financial grant reporting forms.
- Manage and report all aspects of financial reporting including but not limited to Federal, State, Local and Tribal agencies.
- Close-out end-of-year reports.
- Reviews all Internal Tribal Fiscal Accounting and Procurement manuals and revisions, as necessary.
- Maintenance of all records and documents to support all financial materials.
- Deposits all cash receipts in a timely manner.
- Oversee and supervise the acquisition of supplies and equipment.
- Respond to correspondence pertaining to financial matters.
- Resolves any audit deficiencies from prior and current audits.
- Attend weekly Council meeting to present fiscal reports.
- Participate at the Annual Council Retreat to develop fiscal budget for Tribal Administration, Tribal Governance Programs, Tribal Services and Enterprises for new fiscal year.
- To be available to attend various meetings concerning the financial status of the tribe.
- Supervises and provides training and cross-training of the Fiscal Department Staff.
- Provides important and independent recommendations for the financial improvement of the tribe.
- Oversee management of all the tribes assets and properties regarding its financial safekeeping.
- Knowledge of digital technology (zoom, docusign, google drive, SharePoint etc.)
- Work with Department Directors/Managers to manage final budget of all departments.
- These duties are not limited to the above, other duties may be assigned as directed.

SKILLS AND ABILITIES

- Budgeting and Reporting
- Preparing for Audits
- Manage Grant Fiscal Reporting
- Economic Development Entities and Services/Programs
- Supervising up to five staff
- Evaluations, and recommending disciplinary actions
- Knowledge of OMB Regulations and CFR's
- Knowledge of Federal Government Departments
- Communicate Effectively in both verbal and written forms
- Managing multi-million-dollar budgets
- Knowledge of Sage, excel and other finance software
- Knowledge of Accounting Principals

EDUCATION/EXPERIENCE

BA in Accounting or Finance with at least five years responsible experience as Supervisor or Manager of an accounting department or firm. Experience in governmental and grant accounting is a must.

WORKING CONDITIONS

- Office and field environment; exposure to noise, dust, (potential hazardous materials & substances may require appropriate safety precautions), unsuitable weather conditions; some lifting, stooping, and climbing; working with public.
- Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a secondary part of the job.
- Work environment involves some exposure to hazards or physical risks, which requires following basic safety precautions.

CONDITIONS OF EMPLOYMENT

- Individual must have the knowledge, sensitivity and understanding of the culture and diversity of the surrounding tribes.
- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- Must have a Valid California Driver's license and be insurable through the Tribe's insurance policy.
- Employee will serve 90-day probationary period.
- RRCBC personnel are employed on an "At-Will" basis.

PLEASE SUBMIT A COVER LETTER, RESUME AND APPLICATION, to be considered for this position.

Applicant information can be delivered to Josh Gonzalez or mailed to: Robinson Rancheria Citizens Business Council, 1545 E. Hwy 20, Po Box 4015 Nice, Ca 95464 or E-mail: joshg@rrcbc-nsn.gov

<p>Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self-Determination and Education Act, public Law 93-638</p>

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