



**\*\*NOTICE OF JOB OPENING\*\***

<b>Job Title:</b> Chief Financial Officer	<b>Department:</b> Finance
<b>Reports to:</b> Chief Executive Officer	<b>Classification:</b> Exempt
<b>Salary:</b> \$225K DOE	<b>Business Hours:</b> M-F, 8-5
	<b>Location:</b> Rohnert Park, CA

**Position Summary:**

The Chief Finance Officer protects the assets of the Federated Indians of Graton Rancheria by establishing financial policies, procedures, controls, and reporting systems. The incumbent is responsible for the daily financial activities and operations of the Tribal Government and provides direction and supervision over the Tribe's Finance Department. The CFO is responsible for keeping Tribal Council apprised of the ongoing financial position of the Tribe's governmental programs, providing advice and guidance with regard to financial decisions, and assisting Tribal Council in developing short and long-term financial goals and strategies for the Tribe.

**Minimum Mandatory Qualifications:**

- ❖ Bachelor's Degree in Accounting, Finance, Business Administration or related field
- ❖ Certified Public Accountant
- ❖ Seven (7) years of financial and accounting experience

**Preferred Qualifications:**

- ❖ Master's Degree in finance or related field
- ❖ Knowledge of and experience with Tribal Government accounting
- ❖ Computer proficiency and technical aptitude with strong MS Word, Excel, and PowerPoint skills.
- ❖ Working knowledge of MIP or other accounting software

**Knowledge, Skills, Abilities, and Other Qualifications:**

- ❖ Thorough understanding of financial and accounting practices, procedures, and regulations
- ❖ Ability to communicate both in writing and in person.
- ❖ Ability to recognize issues and offer constructive feedback in a timely manner.
- ❖ Must be well organized with the ability to multi-task in complex organizational settings.
- ❖ Ability to maintain professional and effective working relationships with Tribal Council, senior management, tribal citizens, and staff.
- ❖ Must adhere to professional and ethical codes of conduct and to FIGR employment policies.
- ❖ May be required to work some evenings and weekends, may be required to do occasional travel.
- ❖ Must have valid California driver's license, clean DMV, and be insurable.
- ❖ Must pass required pre-employment drug testing and background screening.

**Benefits:** FIGR offers a healthy, engaging work environment with a competitive benefit package

**To Apply:** Please submit a Tribal Employment Application with your resume and a cover letter detailing your education and experience related to the position advertised. Visit our website at [www.gratonrancheria.com](http://www.gratonrancheria.com) to download a copy of the application. Email complete application packet to:

[jobs@gratonrancheria.com](mailto:jobs@gratonrancheria.com) or mail to  
Federated Indians of Graton Rancheria  
Attention: Human Resources

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

**POSITION OPEN UNTIL FILLED**

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

Preference in hiring is given to: (1) Qualified Federated Indians of Graton Rancheria Citizens; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.