



HOH INDIAN TRIBE

HUMAN RESOURCES

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Position Description

Job Title	Chief Financial Officer
Department	Administration
Reports To	Executive Director
Status	Permanent / Full Time
Salary Range	D.O.E. /Q.
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary

The Chief Financial Officer will direct and oversee the financial activities of the HOH Indian Tribe, direct the preparation of current financial reports and summaries, and create forecasts predicting future growth.

Supervisory Responsibilities

- Oversees Accounting department, budget preparation, and audit functions.
- Works with other department heads to monitor each department and make recommendations.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Directs the preparation of all financial statements, including income statements, balance sheets, reports, tax returns, and governmental agency reports.
- Reviews planning process and suggests improvements to current methods.
- Analyzes operations to identify areas in need of reorganization, downsizing, or elimination.
- Works with the Executive Director and other department heads to coordinate planning and establish priorities for the planning process.
- Studies long-range economic trends and projects their impact on future growth in sales and market share.
- Identifies opportunities for expansion into new product areas.
- Oversees investment of funds and works with investment bankers to raise additional capital required for expansion.

Skills and Specifications

- Excellent management and supervisory skills.
- Excellent analytical and organizational skills.
- Proficient in database and accounting computer application systems.
- Excellent written and verbal communication skills.

Education and Qualifications

- Master's degree in Business Administration, Accounting, or Finance required.
- Certified Public Accountant designation preferred.
- Eight to ten years of experience in financial management required.
- Must obtain or have a Valid Washington State Driver's License
- Must adhere to the personnel policies and drug and alcohol policy

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access various departments of a given location.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.