



HOH INDIAN TRIBE

P.O. Box 2196, Forks, WA 98331
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Darlene Hollum CHAIRWOMAN
Maria Lopez VICE CHAIRWOMAN
Tahnee Hudson SECRETARY
Josephine Ward TREASURER
Walter Ward-Bos V MEMBER
Bernard Afterbuffalo Jr. MEMBER
Cynthia Sheriff MEMBER

Request for Proposals: Contracted Services for a Chief Financial Officer

The Hoh Indian Tribe is seeking proposals to obtain a Chief Financial Officer for the Hoh Indian Tribe. Proposals should include the following deliverables/specifications:

Complete oversight of the Hoh Indian Tribe's Accounting department to include but not limited to:

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance,
- Manage processes for financial forecasting, budgets and consolidation and reporting to the Executive Director and Tribal Council
- Provide recommendations to strategically enhance financial performance and business opportunities.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial and tax reporting,
- Review, establish and administer procedures, systems and policies governing the processing of data through the Finance office, including (but not limited to) accounts payable, payroll, accounts receivable, grants, data entry and control, cash receipts and internal financial reports.
- Provide technical financial advice and knowledge to others within the accounting department,
- Participate in the development of the Tribe's plan and programs as strategic partner,
- Prepare monthly Management, Discussion and Analysis reports which outline the Tribal financial situation in areas of revenue, expenses, cash flow and management and/or operational concerns and make recommendations on how to address any identified concerns.
- Continual improvement of the budgeting process through education of department manager to smooth out any financial issues impacting their budgets.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports, and financial trends to assist the Executive Director and Tribal Council in performing their duties,

- Provide strategic financial input and leadership on decision making issues affecting the organization, i.e., evaluation of potential alliances acquisitions and/or mergers and pension funds and investments,
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position,
- Develop a reliable cash flow projection process and reporting mechanism which include minimum cash threshold to meet operating needs,
- Experienced in all aspects of capital and fixed assets, assist in training and guidance for existing accounting staff on these matters.
- Be an advisor from the financial perspective on any contracts into which the Hoh Indian Tribe may enter,
- Evaluate the Hoh Indian Tribe Government finances and plan for continual improvement and efficiency and effectiveness of the Hoh Indian Tribe as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.
- Knowledge of MIP Abila Accounting Software is a **MUST**
- Oversee and coordinate the annual external audit process.
- Oversee and coordinate the indirect cost proposal process.
- Other duties as assigned

Proposals will be evaluated based on the following criteria:

- Completeness of proposal
- Experience and past performance with similar projects
- Ability to meet deliverables/specifications described above
- Cost
- Demonstrated quality of services
- References

All prices quoted by the vendor must be fully itemized in whole US dollars and inclusive of all taxes and expenses.

For any questions or copy of Statement of work please contact Kristina Currie, the Interim Executive Director, 360-780-0580, Kristina.Currie@hohtribe-nsn.org

Proposals should be submitted electronically to Cynthia.Barajas@hohtribe-nsn.org.

Deadline for submission is close of business day on June 28, 2024, or until filled.