



## THE COQUILLE INDIAN TRIBE

**Job Title:** FINANCE MANAGER  
**Department:** Finance  
**Reports to:** CFO  
**FLSA Status:** Exempt – Full Time  
**Salary Grade:** \$80,163.20-\$125,704.80  
**Location:** North Bend, OR

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### JOB SUMMARY OF MAJOR FUNCTIONS

The Finance Manager works under the direct supervision of the Chief Financial Officer and is responsible for the management and oversight of the treasury and financial planning and analysis operations of the Finance Department, including but not limited to: cash, investment, and debt management, data analysis, budgeting, forecasting, and reporting.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with CFO and Executive Management on short and long term strategic planning for the Tribe.
2. Assist the CFO with the preparation and coordination of the Tribe's annual and strategic budget, forecasts, and financial analyses.
3. Work with other Tribal entities and employees on financial and budgetary matters, as needed, including the preparation of ad hoc analyses and identification of initiatives to improve forecasted results.
4. Develop and maintain automated processes to reduce paperwork and improve efficiencies for the Tribe.
5. Initiate and maintain internal control processes and review procedures necessary to ensure accuracy of forecasts and other analyses.
6. Monitor cash, investment and debt activity and balances and oversee reconciliations with bank statements.
7. Create and maintain working relationships with banks, lending institutions, consultants, service providers, auditors, other government agencies, etc.
8. Supervise subordinates and contractors, assign and review work, direct and coordinate cross-training within the department, serve as back-up support, and troubleshoot when necessary.
9. Work with the Accounting Manager to coordinate and facilitate the annual audit of the Tribal government.
10. Assist the CFO in analysis and preparation of financial statements for Tribal Council, Executive Management and auditor review.
11. Attend relevant training to maintain and improve knowledge and skills related to essential duties and responsibilities.
12. Assist the CFO in the oversight of Tribal risk management.
13. Other assignments and responsibilities as directed by the CFO.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the work requirements that may be inherent in the job.

### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to work cooperatively with other departments in person and remotely to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
3. Be computer literate. In addition to maintaining proficiency in the Tribe's accounting software, exhibit a level of proficiency in the use of word processing, spreadsheets, and databases to analyze data and report insights using visualizations, narrative, and other techniques appropriate for the audience of the report.
4. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
5. Knowledge of generally accepted accounting principles and governmental financial reporting and auditing standards.
6. Ability to make decisions and exercise professional judgment independently in accordance with established policy and procedures.
7. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
8. Excellent organization, time management, analytical, problem solving and mathematical skills required.
9. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
10. Ability to travel within the United States.

### **REQUIRED QUALIFICATIONS**

- A. A Bachelor's degree in accounting, finance, economics, business administration or related field and five years of progressively responsible experience working in accounting or finance is required.
- B. Experience with using Microsoft Office to analyze, summarize, and present information and insights is required.
- C. Experience with accounting software systems is required.
- D. Current and valid (or ability to obtain) Oregon driver's license in good standing with no insurability restrictions from the Tribe's insurance carrier is required.
- E. Experience with MIP Fund Accounting preferred.
- F. Knowledge and experience in working with tribal governments, healthcare, state and federal government, and gaming preferred.
- G. Extensive knowledge of governmental fund accounting, including familiarity with standards promulgated by the GASB and FASB preferred.
- H. A CPA or similar credential preferred.
- I. An MBA or similar degree preferred.