



**Job Title:** FINANCIAL ANALYST  
**Department:** Finance  
**Reports to:** Finance Manager  
**FLSA Status:** Exempt – Full Time  
**Salary Grade:** \$34.33 - \$55.79  
**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.

---

#### **JOB SUMMARY OF MAJOR FUNCTIONS**

The Financial Analyst works under the direct supervision of the Finance Manager and is responsible for working on the financial planning and analysis of and reporting on Tribal government operations, including but not limited to: data analysis, budgeting, forecasting, and reporting.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work both independently and collaboratively with Finance Manager and other employees on short and long term budgets and strategic financial planning for the Tribe.
2. Work both independently and collaboratively with other Tribal entities and employees on financial, budgetary and reporting matters, including the development and maintenance of analyses, models, and forecasts.
3. Present results to program managers and directors, along with initiatives to improve financial results.
4. Prepare documentation to aid others in understanding key parameters, drivers and sensitivities of analyses, models, and forecasts.
5. Develop and maintain automated processes to reduce paperwork and improve efficiencies for the Tribe.
6. Maintain internal control processes and review procedures to ensure accuracy of forecasts and other analyses.
7. Attend relevant training to maintain and improve knowledge and skills related to essential duties and responsibilities.
8. Assist the Finance Manager in the management of the Treasury function of the Tribe.
9. Other assignments and responsibilities as directed by the Finance Manager.

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. Local travel, statewide, and national travel may occasionally be required for site visits to the Tribe's facilities and to attend training. 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. Ability to make decisions and exercise professional judgment independently in accordance with established policy and procedures.
6. 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.
7. Excellent organization, time management, analytical, problem solving and mathematical skills required.
8. Acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines.
9. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results with a high degree of accuracy.
10. Ability to travel within the United States.

### **REQUIRED QUALIFICATIONS**

1. A Bachelor's degree in accounting, finance, economics, business administration or related field and two years of progressively responsible experience working in accounting or finance.
2. Experience developing, maintaining, reviewing, and presenting analyses, models, and forecasts.
3. Experience with using Microsoft Office and other programs to analyze, summarize, and present information and insights.
4. Experience working with various database programs to extract, transform, and load data for model development and reporting.
5. 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.
6. Knowledge and experience in working with tribal governments, healthcare, state and federal government, or gaming is preferred.