Burns Paiute Tribe

Chief Financial Officer

Job Title:	Chief Financial Officer
Department:	Finance
Reports to:	General Manager
FLSA Status:	Exempt-Full Time, benefits
Opens:	October 26, 2026
Closes:	Until Filled
Salary:	Negotiable DOQ

Summary of Duties and Responsibilities

The Chief Financial Officer is a highly responsible Executive Level Position within the structure of the Burns Paiute Tribe. The individual occupying this position is responsible for supervising, planning, organizing, and directing all aspects of the financial accounting and reporting activities of the Burns Paiute Tribe. The incumbent is directly responsible for the accuracy and timeliness of all financial tracking and reporting systems, financial forecasting and analysis, and fiscal reports assigned and maintained by the accounting department of the Burns Paiute Tribe. The Chief Financial Officer serves as principal assistant and advisor to the General Manager for analyzing and reviewing all financial aspects of the Tribe and its component units.

Responsibilities

- Coordinate and manage the development and implementation of comprehensive annual operating budgets. Includes the preparation of revenue and expense forecasts and modeling, cash flow projections and analysis.
- Assure that internal and external financial reporting is timely and in accordance with Generally Accepted Accounting Principles (GAAP) and Tribal Policies at all times.
- Assure that adequate internal accounting controls are in place so statements reflect activities of the Tribe and its component units. 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.
- Assure the accuracy, quality, security, protection and preservation of all financial records, data and tracking systems of the Tribe.
- Assure that accounting transactions are properly classified and all appropriate accounts are adequately reconciled so that reliable reports can be produced in a timely manner.

- Prepare and submit certified and accurate financial statements to the General Manager on a monthly basis, CFO will provide financial reports to the Tribal Council as requested through the General Manager.
- 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.
- Directly monitor all budgets and policy compliance to assure the timely identification and communication of any financial variance and policy deviation concerns to the General Manager.
- Assure compliance with all applicable tribal, local, state and federal regulations, accreditation and licensure requirements.
- Manage treasury functions so cash flow is adequate to meet obligations.
- Coordinate and monitor long-range planning, direction, and timely execution of the Tribe's overall investment, treasury management and financial goals including the development and implementation of Investment Management Policies and Procedures. recommends policy changes as necessary.
- Oversee all cost and revenue reimbursement activities, billing and accounts receivable to ensure timely billing and cash collections.
- Serve as the technical expert regarding accounting standards and principles for the Tribe and supervise and train all Finance Department Staff accordingly.
- Assemble the Tribe's indirect cost proposal for submission in a timely manner.
- Coordinate the negotiation and submittal of the Annual Funding and Single Line Agreements with the Bureau of Indian Affairs.
- Meet and regularly consult with department Directors to advise on department functions and activities, seek solutions to management problems, and make recommendations on opportunities to improve efficiency and cost-effectiveness.
- Coordinate with all Department Directors to assure the accurate and timely completion of granting agency reporting and regulatory requirements.
- Coordinate and manage financial aspects of employee benefit plans.
- Prepare and coordinate all external financial and regulatory compliance audits in an accurate and timely manner.
- Review and responds to all audit reports issued by the auditors including significant findings and critical supporting documentation in a timely manner.
- Complete detailed and timely review of all required financial audits for the component units of the Tribe and report any concerns to the General Manager.
- Exercise initiative and independence in planning and coordinating assignments or projects to be completed by subordinate staff.
- Seek to maintain high employee morale and a professional, healthy atmosphere. Serve as a role model to staff in terms of professional and ethical conduct and accountability at all times.
- Must be exemplary in all aspects of integrity, professionalism, accountability, accuracy and quality of job performance, dedication and standards at all times.
- All other duties as assigned.

Qualifications

- Must have a BA degree in Accounting or related field and professional CPA in good standing.
- Must have a minimum of ten (10) years' experience in financial management (preferably governmental background), with at least five (5) years in a supervisory role.
- Tribal government experience preferred.
- Knowledge of fund accounting and an ability to develop and apply modern accounting methods in an automated accounting system.
- Ability to communicate effectively, orally and in writing.
- Knowledge of Federal, State and local agency accounting system and control requirements.
- Knowledge of generally accepted professional budget and accounting principles and standards.

OTHER DESIRED QUALIFICATIONS

- Master's degree in accounting, business, or related field
- 5 years proven accounting experience in fund accounting.
- Experience with Springbrook Accounting system.
- Professional accounting certification, including CMA, CGA, or CA
- Working knowledge of finance law and regulatory standards (GAAP)
- Experience working with tribal governments or entities.
- Ability to work with a diverse group of individuals.
- Demonstrate knowledge of grant management principles regulations i.e. (2 CFR Part 200).
- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, stranding, walking, stooping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.) and climbing stairs.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to, and pass a drug test
- Agree to a criminal background check
- Sign confidentiality clause
- Be insurable to operate tribal vehicles (3-year clean driving record)

Return completed Burns Paiute Indian Tribe Application
Cover Letter, and resume, to:

Human Resources Manager
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720
Fax: 541-573-2323 Email: hr@burnspaiute-nsn.gov Job Application: BPT Application