



# Ho-Chunk Nation



## Job Description

<b>TITLE:</b> Legislative Chief Financial Officer - Appointed		<b>JOB CODE:</b> LCFO
<b>GOVERNMENT/LEGISLATIVE</b>		<b>EEO:</b> 2
<b>PAY GRADE:</b> Negotiable		<b>HO-CHUNK PREFERENCE</b>
<b>EXEMPT</b>	<b>FLEX</b>	

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

This position is designed to ensure compliance with the laws of the Ho-Chunk Nation which may include, but not limited to the Finance Ordinance and Appropriations and Budget Act. The Legislative Chief Financial Officer is responsible to monitor the financial condition of the Ho-Chunk Nation and prepare reports with support documentation such as meeting minutes and additional related informational documentation. This position is expected to review and analyze new regulations and policies to determine the impact on the Nation and establish guidelines for policies and procedures to comply with new and revised regulations.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Review financial policies and procedures on an annual basis to ensure the Nation's financial system remains stable.
2. Request financial information from relevant sources, ie. Branches of the Nation, analyze and evaluate the results to assist leaders with making sound decisions by choosing the best solution to problems.
3. Establish long-range goals and objectives by January of each year specifying the strategies and actions to achieve them.
4. Review monthly financial reports and address financial deficiencies with proposed options to address the identified inadequacies.
5. Recommend actions to ensure compliance with laws and regulations protecting the financial soundness of the Nation on an annual basis.
6. Review annual audit reports of internal and external auditors to monitor adequacy of scope of reports to discover specific weaknesses in internal routines.
7. Provides leadership in the planning of budgets and programs each fiscal year.
8. Serve as Legislative Liaison to the Nation's Trust & Investment Committee.
9. Analyze and prepare financial analysis regarding debt financing for capital projects.
10. Assist and monitor with development projects.
11. A signed confidentiality agreement shall be renewed each fiscal year.
12. Other duties as assigned relevant to this job position.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy & strategic plans, interprets policy related to budget and finance
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages sub-unit of a department



Financial Accountability	Manages operating budget, Approves expenditures, Monitors expenditures.
Customer Accountability	Interfaces with officials and executives, interfaces with regulatory authorities, interfaces with outside customers, interfaces with inside customers
Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor.

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Bachelors' Degree in Accounting, finance economics, or related field is required.
2. Prefer Master Degree in accounting, business administration, or related field.

**ESSENTIAL:**

1. Preferred Certified Accountant (CPA), Certified Internal Auditor, or Certified Fraud Examiner or within 6 months of hire.
2. Must be an Accredited Investment Fiduciary (AIF) or have a related investment designation.
3. Must be bondable or within 6 months of hire.

**EXPERIENCE:**

1. Minimum of five years of experience in accounting, finance, or economics preferred.
2. Experiential knowledge of Indian Gaming preferred.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Human relation skills necessary to establish and maintain positive effective working relationships with departments, with elected and appointed officials within the Nation and with the federal/state/local officials, Ho-Chunk members, and neighboring communities.
2. Comprehensive written and oral communication skills to communicate economic and accounting principles and practices.
3. Critical thinking skills necessary to use logic and reasoning to identify strengths and weakness of alternate solutions, conclusions, or approaches to problems.
4. Ability to evaluate systems by identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system , ie. Strategic plans vs fiscal year budgeting.
5. Ability to work with integrity, attention to detail, results oriented, dependability, and maintain composure.
6. Knowledge of the structure, organization, history, and culture of the Ho-Chunk Nation and its government preferred.
7. Ability to work both independently and a team member in a team setting.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and health work place environment.

**WORKING CONDITIONS**

1. Work in an office setting.
2. Physical demands are listed on the Physical Demands Worksheet.