



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Chief Financial Officer		<b>JOB CODE:</b> CFFO
<b>BUSINESS – AT WILL POSITION</b>		<b>EEO:</b> 1
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</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**

Responsible for the successful overall direction, administration, and coordination of all activities of the Accounting, Cage, Count, Revenue Audit, Purchasing, and Finance departments in accordance with Generally Accepted Accounting Principles (GAAP), which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

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

1. Assists with employee recruitments, transfers, promotions, education/training, and employee performance evaluations on a monthly basis.
2. Oversees preparation of gaming facility monthly and annual financial reports; analyzes and interprets financial data, and presents financial reports to gaming facility Executive Management, Department of Business and other entities on a monthly basis.
3. Oversees monthly and annual preparation and presents gaming facility Executive Management and Department of Business operating and capital budgets.
4. Maintain the facility budget(s) in accordance with the HCN Budget and Appropriation Act, HCN Finance Manual, HCN Gaming Ordinances, and HCN Class II & III Internal Controls to ensure the goals and objectives of the Executive Business Plan are met with fiscal responsibility on a monthly basis.
5. Monitors compliance with budget and takes appropriate actions to address noncompliance issues, ensures gaming facility budget vs. actual variances are within the established criteria that are set, provided and updated (annually) by Department of Business on a monthly basis.
6. Ensures daily compliance with Tribal, Local, State and Federal regulations including but not limited to Class II and Class III Gaming Operations Internal Control Manuals, the departmental standard operating procedures.
7. Responsible for annual audits of gaming facility and reviews audit results and implements necessary internal controls and revisions, ensures necessary training is provided to staff on a quarterly basis to reduce audit infractions, meets and exceeds criteria set and updated (annually) by Department of Business for any critical and non-critical compliance infractions.
8. Promptly submit audit responses 2 weeks before the requested date and ensure all findings recommendations are corrected within 1 week of receipt. (Compliance, State, Local, etc.)
9. Submit appropriate performance evaluation documentation on or no more than 10 days prior to the scheduled date in compliance with the ERA of 2004.
10. Maintain and monitor "Revenue Indicators," on a quarterly bases, as outlined in budget performance summary.
11. Prepare monthly reports which summarize and forecast business activity and financial position in areas of income, expenses and earnings based on past, present, and expected operations and submit to Executive Manager for review.
12. Enforce daily compliance with National Indian Gaming Commission (NIGC) minimum internal controls standards (MICS) and Ho-Chunk Nation Gaming Commission Tribal Internal control manual for Class II & III. Mandate annual review of policies
13. Enforce all audits (Independent, Special, and Gaming Commission) findings and ensure all exceptions are properly addressed and submitted to the auditors within in ten (10) business days.



- Develop annual achievable operational benchmarks and five (5) year goals for property of control and staff.

**JOB RESPONSIBILITY**

Job Reports to	Executive Manager
Leadership Accountability	Develops policy and strategic plans; Develops strategic plans and interprets policy; Implements operating plans
Supervisory Accountability	Supervises management personnel
Organizational Accountability	Manages departments
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	Operates with significant independence; Subject to general input from supervisor; Subject to regular review by supervisor.

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

- Bachelor's degree in Accounting from a four (4) year college or university.

**ESSENTIAL:**

- All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
- Must be bondable and be able to obtain a Gaming Class II or III Gaming License.
- Must be able to obtain and maintain CPA (Certified Public Accountant) licensure in good standing.
- Must have valid driver's license, dependable transportation and proper insurance.

**EXPERIENCE:**

- Two (2) to four (4) years' experience in casino finance.
- Experience in Bingo, Casino, Hotel and Food & Beverage accounting.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

- Must possess excellent communication skills and have the ability to communicate effectively with clients, senior management and Ho-Chunk Hotel/Convention Center support staff.
- Ability to establish a working relationship with regulatory body.
- Must possess organizational and analytical skills with the ability to read, analyze and interpret complex documents; such as financial reports and legal documents and draw valid conclusions.

**WORK PLACE RESPONSIBILITY**

- Maintains a safe and healthy work place environment.
- The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

- Must be able to work varying schedules in order to meet the needs of operation, including weekends and holidays.
- Inside work, seated at desk for the majority of the day.
- Meets all requirements in the position's Physical Demands Worksheet.