



Ho-Chunk Nation

Job Description



TITLE: Finance & Investment Director		JOB CODE: FINV
Government - Employee		EEO: 2
Exempt		PAY GRADE: 36
Flex	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"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

The Finance & Investment Director is responsible for directing, overseeing and providing guidance to the various functional areas within the Department and collaborating with other departments and the Trust and Investment Committee to facilitate continuous improvement.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Manage the day-to-day operations of the Treasury Department to include accounting, finance, payroll, banking, investment and capital loans, in its dealings with other departments on a daily basis.
2. Monitor and coordinate on a daily basis the work of those individuals who report directly to the Finance & Investment Director.
3. Collaborate with other departments on technical, financial, and business related matters daily.
4. Participate in cross-functional working groups and special projects to review business plans, strategy, standardize processes, analyze cash flow, and reduce operating costs on a regular daily basis.
5. Implement new accounting, investment and financial standards in accordance with Generally Accepted Accounting Principles (GAAP) and Global Investment Performance Standards (GIPS) as needed at least monthly.
6. Communicate changes in accounting, finance and investment policies and current accounting issues to the Treasurer and other senior managers within the Ho-Chunk Nation.
7. Prepare financial reports, which summarize and forecast the Nation's financial activity and position in areas of income, cash flow, debt capacity, expenses and earnings.
8. Read, analyze, and interpret financial and investment reports as necessary at a minimum on a regular daily basis.
9. Coordinate the strategy and planning of reserves to maintain appropriate levels of available funding to support approved capital expenditures.
10. Develop and maintain financial models for the cash forecast, interest expense, and liquidity needs to support financial decision making.
11. Analyze market trends, regulatory changes, industry impacts on debt, interest rates; evaluate debt structure and to reduce interest expense while maintaining appropriate levels of liquidity.
12. Manage capital project liquidity needs and reporting requirements.
13. Serve as a point of contact to external auditors, fund managers and bankers to coordinate requests with other departments, communicate changes to appropriate staff, and attend all exit meetings at least quarterly
14. Provide support to the Trust and Investment Committee
15. Manage a small team of investment portfolio professionals, including establishing and monitoring of goals, updating and adhering to the approved IPS and preparation of monthly reports.
16. Assist the Office of the President in the interpretation of tribal financial and investment reports at minimum monthly.



JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans, interprets policy, Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages department
Financial Accountability	Manages operating budget, Approves and monitors expenditures
Customer Accountability	Interfaces with Officials and executives, regulatory authorities, outside & inside customers
Freedom to Act	Sets broad policies and objectives, operates with significant independence

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a four (4) year degree in Accounting or Finance. CFA preferred.

ESSENTIAL:

1. No convictions for any felony or for a misdemeanor involving dishonesty or breach of public trust.
2. Valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

1. Must have 7-10 years of Finance experience serving in positions with increasing levels of responsibility. Government finance and institutional portfolio experience preferred.
2. Minimum of four (4) years managerial and supervisory work experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to maintain confidentiality and follow directions and procedures.
2. Strong understanding of accounting theory, principles, and practices.
3. Familiarity with relevant FASB, GAAP, GIPS and GASB statements.
4. Proficiency with spreadsheets and database file systems.
5. Ability to excel in a fast paced, challenging environment with multiple and compelling priorities.
6. Effective communication skills, both written and verbal.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. 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

1. Work in an office setting
2. See Physical Demands Worksheet.