



## JOB DESCRIPTION

Bishop Paiute Tribe  
Bishop, California

**Position:** Chief Financial Officer (CFO)  
**Department:** Finance  
**Supervised by:** Chief Executive Officer  
**Pay Grade:** E7 \$120,000 - \$170,000 DOE  
**FLSA:** Exempt, Salary/ Regular; Full Time



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### **Position Summary:**

The Chief Financial Officer (CFO) is a strategic executive leader responsible for the long-term financial health and sustainability of the Bishop Paiute Tribe. The CFO provides high-level oversight of all financial activities, including investment management, Indirect Cost (IDC) rate negotiations, bonding, and capital project planning. This role is designed for a strategic visionary who can translate complex financial data into actionable advice for the Tribal Council while maintaining executive oversight of the Finance Department.

**Indian Preference:** The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

***This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.***

### **Essential Duties:**

- **Strategic Planning:** Develop and implement the Tribe's long-term financial roadmap; advise the Tribal Council on economic diversification and investment strategies.
- **Oversight:** Provide executive-level direction to the Finance Department with responsibility for the integrity of all financial systems.
- **Inter-Governmental Relations:** Lead negotiations for Indirect Cost (IDC) rates with federal agencies; ensure compliance with 2 CFR 200 (Uniform Guidance) across all tribal programs.
- **Financial Reporting:** Present monthly, quarterly, and annual financial performance reports to the Tribal Council, offering high-level analysis of variances and trends.
- **Treasury & Investment:** Manage the Tribe's investment portfolios, debt service, and banking relationships to maximize returns while minimizing risk.
- **Audit Executive Lead:** Serve as the primary liaison for the annual external audit, focusing on the management discussion and analysis (MD&A) and resolution of any high-level findings.

### **Supervisory Responsibilities**

- Provides direct supervision and oversight of the Controller, including task coordination, work prioritization, performance guidance, and accountability.

### **Qualifications:**

- Education: Master's Degree in Finance, Accounting, or Business Administration (MBA) required.
- Certification: CPA or CMA highly preferred.
- Experience: Minimum of 10 years of progressive financial leadership, with at least 5 years in a Tribal Government or complex non-profit environment.
- Skills: Proficiency in fund accounting software (e.g., MIP); expert-level financial modeling; ability to lead effectively in a hybrid/remote environment.

### **Other Requirements:**

- Must have and maintain a valid California Drivers' License and be insurable by the Tribe's existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
5. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
6. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
7. *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events.
9. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. *Organized* – the individual keeps clean and organized workspace and projects.
11. *Motivated* – inspires self and others about them to get the job done and follow through on tasks.
12. *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment. Understands where and when AI tools can be employed.
13. *Safety Oriented* - aware of surroundings to maintain a safe work environment for community members and co-workers.

**PHYSICAL REQUIREMENTS:**

- Ability to work long hours as needed.
- Ability to frequently stand, walk, sit, perform desk-based computer tasks, and use a telephone.
- Ability to occasionally stoop, kneel or crouch.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

**Employee:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager/Supervisor:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_