



**POSTED: August 30<sup>th</sup>, 2023**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Chief Financial Officer

**DEPARTMENT:** Accounting

**REPORTS TO:** Public Enterprise and Finance Commission

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time

**SALARY/PAY RATE:** \$110,000.00-\$140,000.00 (Exempt) D.O.E

**LICENSE STATUS:** Primary Management Official

### **DESCRIPTION:**

The Director of Finance is responsible for ensuring the accuracy of finances and accounting operations of Lac Vieux Desert Northern Waters Casino Resort and other enterprises under the control of the Lac Vieux Desert Public Enterprise and Finance Commission (“Tribal Enterprise”). This position will oversee the preparation of and the analysis of financial statements, including the coordination and execution of financial related activities to ensure proper financial reporting. This position will be responsible for establishing and enforcing proper accounting methods, policies, and principles for Tribal Enterprise.

### **RESPONSIBILITIES:**

- Oversee the day-to-day operations of Tribal Enterprise Accounting Staff.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Accounting Department Policy, and Procedure Manual.
- Hire, train, mentor, implement corrective action, and terminate Tribal Enterprise Accounting Staff.
- Oversee monthly closing process to ensure all accounts are timely reconciled and accurately recorded.
- Provide cash flow analysis for management and PEFC review.
- Analyze and prepare financial reports in an accurate and timely manner.
- Clearly communicate monthly and annual financial reports to management and the PEFC.
- Manage organizational cash flow and budgeting.
- Develop, implement, and enforce financial policies and procedures in accordance with GAAP, Tribal law and required regulations.
- Coordinate and lead the annual audit process, liaise with external auditors, and assess any necessary changes.

- Oversee and lead annual budgeting process in conjunction with management.
- Present annual budget to the PEFC for approval.
- Administer and review all Tribal Enterprise financial plans and budgets.
- Prepare materials for and report Tribal Enterprise financial data to Tribal Citizens as required by the PEFC.
- Collaborate with the Tribal Treasurer and participate in Tribal strategic and financial planning efforts.
- Responsible for managing system hardware and software applications.
- Identify, prioritize, and coordinate additional projects in conjunction with management.
- Other tasks that may be assigned by management.

**MINIMUM QUALIFICATIONS:**

- BA/BS degree in accounting or experience equivalent is required.
- 7 years of accounting experience in progressively higher-level positions.
- A minimum of 3-5 years' experience in electronic financial accounting.
- Knowledge of general accepted accounting principles (GAAP).
- Excellent written and oral communications.
- Strong skills supervising people, projects, and meeting deadlines.
- High level of demonstrated accuracy.
- Strong analytical, critical thinking and problem-solving skills.
- Proven ability to track and manage several projects simultaneously.
- Exceptionally motivated, organized and detail oriented.
- Team player with a willingness to help where required.
- Ability to work both under supervision and independently.
- Professionalism and discretion.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

**PREFERRED QUALIFICATIONS**

- CPA
- Casino accounting experience

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.**

**Northern Waters Casino Resort**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_