



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	989642084 989642085 989642086 989642087	Last Revised:	11/17/2017
Position Title:	Financial Analyst	Department:	Budget & Financial Analysis
Reports to:	Budget & Financial Analysis Director	Division:	Finance

Primary Function: The Financial Analyst position is a highly technical and specialized position within the Eastern Band of Cherokee Indians governmental structure and has a critical role in the Treasury Division – Office of Budget & Finance. The position requires significant skill and accreditation in the fields of accounting and public finance. These specific functions are more fully explained below in the Job Duties and Responsibilities section.

The position's paramount responsibility is the protection of the tribe's financial assets and reputation through the implementation and execution of the accounting standards set forth by the Governmental Accounting Standards Board (GASB), uniform guidance provided by the Federal Government and its agencies, Code of Federal Regulations (CFR), the laws and policies of the Eastern Band of Cherokee Indians, and the Fiscal Management Policy of the Eastern Band of Cherokee Indians.

The role of this position is the primary administration related to a very technical and highly regulated field. Persons having a thorough knowledge of accounting and financial management are most commonly sought for the role and responsibility of this type of director position due to the extensive need for knowledge and application of standards, regulations, policies and laws, as well as the general oversight of the accounting functions of tribal programs.

The position will support the continuous operations of:

- Accounting functions of tribal programs
- Budget development, management and administration for tribal programs
- On-going financial analysis on behalf of tribal programs
- Capital projects planning and budgeting on behalf of tribal programs
- The annual financial audit of the tribal government and its programs
- Recommendations for maintenance of the tribe's fiscal management policies to ensure compliance
- Recommendations for maintenance of internal controls to ensure successful management of financial resources

Job Duties and Responsibilities:

Overview of Role

The position's paramount responsibility is the protection of the tribe's financial assets and reputation through the administration of the accounting standards set forth by the Governmental Accounting Standards Board (GASB), uniform guidance provided by the Federal Government and its agencies, Code of Federal Regulations (CFR), the laws and policies of the Eastern Band of Cherokee Indians, and the Fiscal Management Policy of the Eastern Band of Cherokee Indians.

Duties and responsibilities in the day-to-day operations are more particularly described as follows:

Budget & Finance

- Responsible for budget and accounting administration and financial forecasting for the treasury functions of tribal programs to ensure all revenues and obligations of the tribe are appropriately accounted for. (Case Total Annual Budget \$604,000,000.00)
- Responsible for budget and accounting administration and forecasting for capital obligations of tribal programs for including public and economic development projects.
- Manages the financial resources of the entire tribal government in coordination with all levels of employment and a subset of the tribe's nearly 200 approved programmatic budgets to ensure compliance with all standards, regulations, policies, procedures and laws of the Eastern Band of Cherokee Indians and the Federal Government, State Government, Private foundations and/or entities thereof.
- Administers fiscal management and internal controls, financial analysis, budget, financial statement preparation, financial reporting and forecasting.
- Provides financial statement analysis on a minimum of a quarterly basis to ensure tribal programs maintenance operating and capital budgets
- Provides with research and development of financial reporting tools such as income statements, balance sheets, Balanced Budget Act Reporting, forecasting and projections, grants reports, fixed assets reporting, etc.
- Works in coordination with Office of Budget & Finance Staff and Programmatic staff to ensure accurate and timely financial transactions, reporting, start-up, closeout and general maintenance and administration of all programmatic accounting functions
- Participates in and makes recommendations for providing training to program staff related to finance and accounting processes, policies, transactions and the use of systems

Public Relations

- Provides a positive public image of the Eastern Band of Cherokee Indians through administration of internal controls, policies, procedures, audits and being an official representative of the Treasury Division.
- Provides detailed technical reports and summaries for tribal leadership including the Principal Chief, Vice Chief and Tribal Council on a regular basis including department performance reports, financial reports, budget details, professional opinions, tribal code and policy interpretations and practices related thereto, community reports, general public concerns and other information as needed and requested.
- Assists in the coordination public outreach related to the financial position and financial health of the Eastern Band of Cherokee Indians.
- Participates in meetings of tribal leaders and finance professionals including conferences, consultations, trainings, seminars, etc.

Other Duties

- Performs any additional functions as delegated by the Budget & Financial Analysis Director.
- Works on specific initiatives requested.
- Assists in the coordination and facilitation of resources to assist in the financial management of the Eastern Band of Cherokee Indians, including emergency situations as they may arise.

- Participates in consultation workgroups, policy-making initiatives and other committees as warranted and directed by the Budget & Financial Analysis Director.

**Education
/Experience:**

The position requires significant technical knowledge related to accounting and financial management which impacts the overall financial health of the tribal government. At a minimum, the employee should have:

- A bachelor's degree in Accounting or Finance
- 3 years of related work experience in an accounting specific position
- Understanding of the requirements, regulations and standards of the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP), public accounting, public budgeting, other applicable agency regulations and standards, the laws and policies of the Eastern Band of Cherokee Indians.

Additional experience as follows is preferred:

- Experience in public accounting
- Experience in budget administration
- Experience in a supervisory role responsible for work product or performance of others

Job Knowledge:

Must have a thorough knowledge of the policies, procedures, guidelines and best practices in accounting, especially as applicable and required by the Eastern Band of Cherokee Indians. Must be familiar with Governmental Accounting Standards, Generally Accepted Accounting Principles, accounting best practices and the applicability of such standards, principles and best practices to Indian Tribal Governments. Should be proficient in the use of a computer, calculator and related office equipment. Must be able to read, perform research, produce and interpret reports and data. Must have strong organization skills with the ability to prepare and maintain detailed files, records, logs and reports. Must be able to communicate effectively and professionally, both orally and in writing. Must be able to work individually and as part of a team.

**Complexity of
Duties:**

Professional judgment is required in order to read, interpret and apply policies and procedures, and to evaluate the accuracy of financial data. Must be capable of performing complex analysis, and have a thorough understanding of accounting practices and implications of accounting transactions.

**Contact with
Others:**

Requires effective and professional communication and demeanor at all times, with employees and management at all levels, as well as public customers and retained professional providing services to the tribe.

Confidential Data:

Will have access to confidential data and information, including financial information of the Eastern Band of Cherokee Indians, and personal information on public customers, employees and contracted service providers. All information must be kept in the strictest of confidence. The unauthorized release of data is unacceptable and will result in immediate dismissal.

**Mental /Visual
/Physical Effort:**

Close concentration and attention to detail are required for sustained periods of time. Will be subject to frequent interruptions requiring varying degrees of response. Must be able to perform all functions accurately and timely to meet both internal and external deadlines. Duties will

routinely require walking, lifting, sitting, kneeling, reaching, speaking, seeing and hearing. Must be able to lift light packages up to 10 pounds.

Environment: Works in a professional office environment with frequent visits to other locations. Travel outside the Qualla Boundary will be required.

Extent of Supervision: Responsible for ensuring own work product is accurate and timely, generally free from error, and in accordance with the policies and procedures of the Treasury Division - Office of Budget & Finance, and completed in the attainment of the goals and objectives of the Office of Budget & Finance. All work must comply with applicable Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, the policies and procedures of applicable federal and state agencies, and the Eastern Band of Cherokee Indians Cherokee Code and Fiscal Management Policy.

Scope of Supervision: Responsible for professional, timely and accurate work product that meets the goals and objectives of the Office of Budget & Finance.

Supervision Received: Works under the general guidance of the Budget & Financial Analysis Director. Has latitude for independent thinking and judgment in the attainment of goals and objectives of the Office of Budget & Finance. Must be able to perform duties independently and poses the ability to work as part of a team.

Responsibility for Accuracy: Position deals with exact and precise figures and data. Most errors would be detected within the accounting systems and internal control procedures of the Treasury Division - Office of Budget & Finance. Work product should be generally free from error and should be of the highest quality and reliability, as work product will be used to analyze financial standing and performance.

Resourcefulness & Initiative: The Office of Budget & Finance insists on the delivery of its Key Results: Timely & Accurate Data, Effective Communication and Superior Customer Service, Accountability, and Moving Forward. Staff is expected to seek and utilize resources and exercise initiative in the setting and attainment of goals at the individual, departmental, divisional and tribal levels. Staff is expected to continue to grow and develop as professionals in order to appropriately contribute time and effort toward the attainment of key results, goals and objectives.

Responsibility for Safety /Equipment: All work shall be completed in accordance with Health and Safety standards as set forth by the Eastern Band of Cherokee Indians in the Tribal Safety Handbook & Risk Management Policies and Procedures Manual. Will also have access to equipment of significant financial value which should be safeguarded and protected at all times.