



Eastern Band of Cherokee Indians

Job Description

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| Position ID Number: | 907513002 | Last Revised: | 02/24/2022 |
| Position Title: | Legislative Financial Director | Department: | Tribal Council |
| Reports to: | Chairperson-Tribal Council | Division: | Legislative Branch |

Primary Function: Provides oversight support to the Tribal Council related to the Eastern Band of Cherokee Indians (EBCI) financial and budgetary matters, as well as monitoring and reporting of the EBCI's appropriation legislation. Performs other appropriation duties supporting the Eastern Band of Cherokee Indians' Legislative Branch's goals and objectives. Establishes and maintains a daily/monthly reporting mechanism to update the Tribal Council on all pertinent aspects involving financial accounts. Monitors all funding requests and tracks general fund of the EBCI. Monitors the adherence to all boards, committees, and commissions and reports to the governing body of the EBCI. Identifies any noncompliance and maintains a record of monthly/quarterly reports and meetings regarding financial contracts awarded to any person, firm or outside entity of the EBCI.

- Job Duties and Responsibilities:**
- Oversees the preparation of in-depth explanations and analysis to the Tribal Council for matters dealing with the financial impact of the EBCI's ongoing and proposed operations as they pertain to the legislative oversight responsibility.
 - Provides oversight and monitoring services to the Tribal Council pertaining to assuring the integrity of financial information concerning the EBCI's activities and resources to insure protecting the EBCI and EBCI entities assets.
 - Provides research and analytical reports to the Tribal Council on potential implications of legislative decisions as they pertain to appropriations of EBCI funds.
 - Aids in drafting legislation pertaining to budgetary matters and fund appropriations.
 - Provides oversight support to the Tribal Council related to the EBCI's Division's financial matters.
 - Performs additional functions related to financial oversight and analysis and certain regulatory compliance and reporting as requested by Tribal Council members.
 - Other duties as assigned by Tribal Council or the Tribal Council Chairperson.

- Education /Experience:**
- Masters Degree in Accounting or Finance required.
 - Five (5) years related experience required.
 - Certified Public Accountant (CPA) or Certified Management Accountant (CMA) required.
 - Ten years financial related experience, and / or training, of which a minimum of five years related to financial statement preparations, analysis, is required.
 - Valid insurable NC Driver's License required.

Job Knowledge: The position requires a thorough knowledge of the EBCI Fiscal Management Policies Manual, methods, practices, and techniques. Skills required include but are not limited to: knowledge of tribal culture, history, area geography, demographics, and the local business community.

Must possess knowledge of Legislative Branch issues, procedures, and historic information. The position requires the ability to operate a computer, copying machine, facsimile, scanner, and other related office equipment. Requires the ability to organize and prioritize work, deal with the public effectively and professionally, and able to multi-task. Requires a professional appearance. Requires negotiation and problem-solving skills. Must possess technical skills and expertise sufficient to perform assigned tasks. *Language Skills*: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. *Mathematical Skills*: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. *Reasoning Ability*: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Contact with Others:

Daily contact with Tribal Council, Office of Budget & Finance, TOP staff, other Tribal programs, and EBCI outside entities. Frequently travels to outside functions attended by high-ranking government officials and Tribal nations. Requires tact, courtesy, and professional decorum.

Mental / Visual / Physical Effort:

The concentration degree ranges from slight to intense based on the work being performed. The position may be subject to frequent interruptions which require the ability to think quickly and respond appropriately. While performing duties, this job requires incumbent to stand, walk, reach with hands and arms, speak and hear. The employee may occasionally lift, move, or both up to ten pounds. Requires visual acuity, manual dexterity, and good eye/hand/foot/coordination.

Confidential Data:

The Position has access to TOP files, memos, and Tribal Council proceeding records. Most TOP records are public information, however, specific issues such as executive Tribal Council sessions are confidential. Shall have access to program budgets, which are confidential. Damage to Legislative Branch reputation and ill will could result from unauthorized disclosure of information. Must adhere to the Tribal confidentiality policies when carrying out duties.

Work Environment:

Majority of work is performed in an office setting with frequent visits to other Tribal nations, and US Government functions. Majority of work is performed in an office setting with occasional visits to other Tribal worksites. Legislative Branch activities could involve exposure to all types of weather conditions.

Complexity of Duties:

Handles complex and varied assignments, ranging from routine operations to analyzing circumstances, problem solving skills requiring original and independent thinking, use of judgement and initiative. Must respond appropriately to impromptu questions as an official spokesperson for the Legislative Branch.

Resourcefulness and Initiative:

Follows well-defined procedures and guidelines with minimal supervision. Must communicate and respond appropriately to various situations.

Supervision Received:

Position reports to the Chairperson of Tribal Council. Works independently with latitude for creative thinking given to achieve Legislative Branch goals. Arranges own work and coordinates with others, referring only unusual cases to supervisor or others.

**Responsibility for
Accuracy:**

Review and approval procedures should detect most errors prior to final publications or dissemination. Errors or omissions or both in press kits, information mailings and other information distributed could be costly or have negative effects for the Legislative Branch. Serious errors in judgment could affect the efficient operations of the Legislative Branch.