Eastern Band of Cherokee Indians

LEGISLATIVE EXECUTIVE FINANCE DIRECTOR

Position Description

Program: Tribal Council
Reports to: Chairperson – Tribal Council
Division: Legislative Branch
Position Number: 907513002
Classification: Professional
Revision Date: 10/01/2022
Pay Level: 19
Safety Sensitive: No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

• Uphold all principles of confidentiality to the fullest extent.
• Adhere to all professional and ethical behavior standards of the Tribal Government.
• Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
• Participate in departmental staff meetings, quality management activities and educational programs.
• Embody respect and understanding of EBCI traditions and values.
• Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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.

ESSENTIAL DUTIES, FUNCTIONS, & 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.

Scope of Supervision:
This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience: Ten (10) years financial related experience, and / or training, of which a minimum of five years related to financial statement preparations, analysis, is required.

Education: Masters Degree in Accounting or Finance required.
LICENSED EXECUTIVE FINANCE DIRECTOR

Position Description

Licenses & Certifications:
Valid insurable NC driver’s license. Certified Public Accountant (CPA) or Certified Management Accountant (CMA) required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:
- Excellent communication skills as a public speaker (prepared and extemporaneous), writer and copy editor.
- Needs the ability to establish priorities, work independently, balance many projects at one time and meet deadlines and objectives with limited supervision or administrative assistance.
- Requires the ability to build strong relationships with internal and external individuals and groups.
- Must be able to demonstrate sound judgment and leadership, often without complete information.
- Possess creativity, enthusiasm, and strong problem-solving skills, with a strength in professionalism.

Safety/Accuracy Focus:
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.

Key Relationships:
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.

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

Discretion – 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.

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.

PREFERRED QUALIFICATIONS
No other preferred qualifications.

WORK ENVIRONMENT

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.

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.

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<td><strong>Confidentiality:</strong></td>
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*Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*
ACKNOWLEDGMENT

I have reviewed the content of the Executive Director - Finance position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)  

Employee (signature)

Date

Supervisor (printed name)  

Supervisor (signature)

Date