



Eastern Band of Cherokee Indians

FINANCIAL ANALYST

Position Description

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| Program: | Budget & Finance | Reports to: | Manager – Financial Analyst |
| Division: | Treasury | Position Number: | 989637505; 989637506; 989637507; 989637508 |
| Classification: | Exempt | Revision Date: | 10/01/2022 |
| Pay Level: | 15 | 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

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. This position supports: accounting, budget development, financial analysis, capital projects planning and budgeting, annual financial audits, and maintenance of fiscal management, policies and internal controls.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- 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.
- 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

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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
- 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, 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.
- 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 Senior Financial Analyst.

Scope of Supervision:

This position is not responsible for supervising others. 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. Responsible for professional, timely and accurate work product that meets the goals and objectives of the Office of Budget & Finance. Works under the general guidance of the Senior Financial Analyst. 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 possess the ability to work as part of a team.

MINIMUM MANDATORY QUALIFICATIONS

Experience: Three (3) years of related work experience in an accounting specific position.

Education: Bachelor's Degree in Accounting or Finance required.

Licenses & Certifications: Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- 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, and the laws and policies of the Eastern Band of Cherokee Indians.
- 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.

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Safety/Accuracy Focus:

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. 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.

Key Relationships:

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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. The Office of Budget & Finance insists on the delivery of its key results: Timely and 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.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. 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.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. 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.

PREFERRED QUALIFICATIONS

Experience in public accounting, budget administration and supervisory role responsible for work product or performance of others.

WORK ENVIRONMENT

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

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Must be able to lift light packages up to 10 pounds. 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.

OTHER

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Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***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.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Financial Analyst** 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