



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Financial Analyst
STATUS: Non-Exempt
CLASSIFICATION: Full-time
DEPARTMENT: Tribal Treasurer
SUPERVISOR: Tribal Treasurer
JOB CATEGORY: B
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

SUMMARY:

The Financial Analyst will report directly to the Tribal Treasurer and will assist in overall operations and reporting for the Tribal Treasurer. This includes preparing and maintaining Treasury reports, records and documentation, and the Tribal Treasurer Quarterly Report. The Financial Analyst will assist in sustaining the Office of the Tribal Treasurer. This includes but is not limited to the implementation of Fiscal Impact Statements; the Comprehensive Annual Treasurer's Report; Budget and Tax Analytics; Financial Education for Tribal Members; and other financial operations and reporting as assigned by the Tribal Treasurer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the preparation of financial reports presented to oversight authorities and Tribal Members
- Create and assemble spreadsheets, charts and graphs to be used to illustrate financial data
- Assist in developing, analyzing and executing financial policy
- Assist in gathering, analyzing, evaluating, and reporting results of historical data
- Prepare and maintain treasury reports, records, and documentation
- Assist Tribal Treasurer in developing Fiscal Impact Statements and the Comprehensive Annual Treasurer's Report
- Work closely with the Tribal Treasurer to analyze and interpret data and make comparative analyses
- Assist as needed with budget process
- Provide support to other departments and entities as needed
- Maintain technical knowledge by attending educational workshops; reviewing publications
- The Financial Analyst will assist in sustaining the Office of the Tribal Treasurer.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.
- Other tasks and projects as assigned

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor of Science in Accounting or Finance from an accredited University required
- Three years of relevant experience in Accounting, Finance or related field required.
- Experience in program development, training or an educational background preferred
- Experience working in or for a local or tribal government preferred
- Demonstrated knowledge and skills of Microsoft Office Suite, specifically Word, Excel, Outlooks, PowerPoint and Publisher required
- Advanced proficiency level of MS Excel required
- Experience handling confidential and/or sensitive information and be willing to sign a confidentiality agreement
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change with little notice.
- Maintain a professional demeanor at all times.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of accounting principles and practices and the analysis and reporting of financial data required
- Must have skills in maintaining accurate records and preparing clear and concise reports and other written materials using a computer
- Ability to develop and conduct training programs preferred
- Organize workload and perform work efficiently and accurately
- Work independently with minimal supervision and with a high level of accuracy and great attention to detail
- Must be able to manage multiple projects, properly prioritize workload, and be adaptable to solve problems.
- Must be able to work effectively and efficiently in fast-paced environment.
- Must have strong analytical skills and the ability to analyze problems and situations accurately
- Must have excellent oral and written communication skills
- Must have the ability to identify a problem and provide analysis and solutions
- Ability to work in a team environment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly, so listeners can understand and understand the speech of another person. The employee is frequently required to use hands

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to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on stepladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job generally operates in an office environment, although may also perform work remotely. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.

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| _____ | _____ | _____ |
| Signature of Employee | Date | Print name of employee |
| _____ | _____ | _____ |
| Signature of Employee's Manager | Date | Print name of employee's manager |

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