



# 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:** Chief Financial Officer  
**STATUS:** Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Finance  
**SUPERVISOR:** Tribal Council  
**POSITION CATEGORY:** C  
**RATE OF PAY:** DOE

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Robyn Delfino

### SUMMARY:

The Chief Financial Officer has overall responsibility for effective management of all financial activity for the Pechanga Tribal Government. The broad areas of duty include auditing, governmental accounting, payroll and payroll reporting, per capita payments, employee and Tribal Member benefits including self-insurance, financing, investments, taxation and General Welfare Exclusions, forecasting, financial valuations, and budgeting.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Safeguard all tribal government assets.
- Adhere to all policies and procedures of the Pechanga Tribal Government.
- Oversee all aspects of the finance department accounting including accounts receivable, payable, payroll and general ledger functions.
- Ability to manage employees including guidance and assistance when needed for problem solving and assisting them to grow within their positions.
- Determine financial implications of employee benefit plans including review of renewals and recommendations regarding changes in coverage.
- Assist in designing and implementing Tribal Member health plans
- Review and advise on retirement and deferred compensation plans.
- Responsible for the oversight and compliance of all payroll functions, including payment processing, reporting and payment of taxes.
- Responsible for the timely and accurate filing of all federal, state or other compliance documents.
- Develop and maintain capital structure of the Tribal government.
- Responsible for cash management, banking, borrowing, investing and safekeeping of securities.
- Responsible for short and long-term financial matters, policies and practices.
- Recommend Tribal government financial policies to the Tribal Council.
- Monitor financial performance and communicate with Tribal Council.
- Establish and maintain financial institution and Tribal relations.

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.

- Develop Investment Policy Statement for investing excess cash to maximize return with agreed upon risk.
- Maintain awareness of the external environment and anticipate impact on the financial affairs of the Tribal government.
- Provide financial support to all departments in major decisions affecting the Tribal government.
- Responsible for preparation of all annual budgets.
- Advise on the approval of all capital expenditures.
- Responsible for successful audit completion to ensure compliance with generally accepted accounting principles (GAAP) and/or any other comprehensive basis of accounting.
- Maintain internal control system within the department.
- Have a working knowledge of grant reporting to funding agencies.
- Monitor, review and advise on any restrictive covenants and other terms related to borrowings.
- Develop, update, and improve the finance departments policies and procedures and Standard Operating Procedures (SOP).
- Other assignments to be determined by the Tribal Council.

#### SUPERVISORY RESPONSIBILITIES:

This role includes supervisory duties for the Finance department. You will carry out supervisory responsibilities in accordance with the Pechanga Tribal Government policies and procedures and applicable laws. Provide training and direction to the Finance department staff; to ensure that the duties, responsibilities, authority, and accountability are clearly defined and fully understood. Responsibilities will include but are not limited to the following:

- Planning, assigning and directing work
- Appraising performance
- Addressing complaints and resolving problems

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.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business Administration with major in accounting required.
- Certified Public Accountant (CPA) preferred.
- 10 years of progressive experience in accounting/financial management required.
- Ability to work with computerized accounting software, Abila MIP preferred.
- Experience in the oversight of payroll administration and reporting required.
- Current and relevant knowledge of Governmental Accounting Standards and proficient in preparation of financial statements in accordance with GAAP required.
- Current working knowledge of Federal and State tax laws as they may apply to Native Americans required.
- Full understanding of the General Welfare Exclusion Act of 2014 preferred.
- Experience reading and understanding casino financial accounting a plus.
- Culturally sensitive with effective communication skills, both verbal and written.
- 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.

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- Must successfully pass a pre-employment background investigation.
- Must be bondable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have excellent communication and relationship building skills.
- Must have the ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Must have the ability to multi-task, set priorities, and handle a variety of issues, in a fast-paced environment.
- Must have excellent organizational and problem solving skills, which support and enable sound decision making.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Outlook, Word, Excel, Access, and PowerPoint.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in providing leadership, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work within a highly complex and structured environment while maintaining a creative and flexible problem-solving approach.
- Ability to maintain strict confidentiality.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.

**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 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 step ladders.

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.

**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.

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This job operates in an office environment. 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, 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.

\_\_\_\_\_  
Signature of Employee                      Date                      Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager                      Date                      Print name of employee's manager

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