



Position Title: Chief Financial Officer	Reports to: President
Department: Finance	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 11-1011	Last Updated: April 13, 2022
Home Campus: Keshena Campus	Posting Status: First Posting – Enrolled Menominee Only
Grant Funded: Partially Grant Funded	Application Deadline: June 3, 2022 at 4:00 PM

Position Summary: The Chief Financial Officer will be responsible for all aspects of financial management and provide strategic leadership and direction of accounting, cash management, financial reporting and risk management. The position develops, documents and executes sound financial policies and procedures. The CFO manages accounting, internal controls and related activities to insure compliance with tribal, local, state and federal laws. The CFO will be an advisor to college leadership on financial matters and supervise other financial staff. The CFO is expected to serve as a key member in the strategic planning process and provide leadership to ensure focus on values and mission. The CFO is responsible to lead business process improvement efforts, manage regulatory compliance, negotiate and approve contractual relationships. The CFO advises the Board of Trustees on the financial status, budget, and overall financial stability and health of the college and serves on the College Cabinet.

Position Responsibilities & Duties:

1. Financial Accounting and Cash Management
 - a. Commit to providing excellent customer service to staff, vendors, students and grantors while ensuring compliance with regulatory agencies.
 - b. Review and publish timely monthly and annual financial statements.
 - c. Monitor and control cash flow.
 - d. Ensure quality internal control over financial transactions and financial reporting.
 - e. Ensure that efficient, effective and appropriate accounting policies, procedures and systems are maintained.
 - f. Manage external financial audits including the review and sign off on the College's annual financial statements.
 - g. Provide leadership in all technical accounting matters; interprets, applies, and ensures compliance with new reporting/accounting guidelines.
 - h. Interface with outside audit firm(s), banks, lessors, casualty/liability insurance agent(s), credit card companies and collection agencies.
2. Financial Budgeting and Reporting
 - a. Budgeting
 - i. Plan, prepare, and monitor budgets including operating, cash flow, and capital budgets.
 - ii. Review budget variance and implement action plans based on actual expenses.
 - iii. Review grant funding to ensure expenditures are compliant and within limits.
 - iv. Work closely with Cabinet, Deans and Directors in setting budgets to ensure that strategic objectives and initiatives are successfully implemented, managed, and maintained.
 - v. Work closely with the Cabinet, Deans and Directors to ensure grant funding, enrollment, staffing patterns and other operating expenses are consistent with the operating budget.
 - b. Reporting

- i. Provide accurate and timely data and analysis consistently throughout the year for strategic decision making.
 - ii. Develop long-range plans, evaluate alternative scenarios/projections and recommend/implement actions to enhance the college's fulfillment of mission.
 - iii. Prepare long term cash forecast.
 - iv. Evaluate and make recommendations for operational efficiencies.
 - v. Ensure timely, accurate filing of regulatory reports including all tax filings.
 - vi. Advise the Cabinet, Deans and Directors on allocation of funding, hiring plans, annual planning activities, revenue generation and cost reduction strategies.
- 3. Risk Management and Compliance
 - a. Safe guard college assets.
 - b. Perform Risk Management Assessment.
 - c. Review Insurance Contracts.
 - d. Comply with regulatory agencies.
 - e. Must be bondable.
- 4. Strategic Planning
 - a. Understand and appreciate the Mission, Vision and Values of the College of Menominee Nation and is able to relate to all.
 - b. Aids in making decisions consistent with the Mission and Goals of CMN and the role of Tribal Colleges.
 - i. Participate in the development of and support the college's strategic plans.
 - ii. Provide a visionary and leadership implementation role on behalf of all departments, creating well-respected and sought-after department goals that support the College's Mission, Vision, Culture and Values.
- 5. Policy and Procedure Development and Implementation
 - a. Establish a culture of continuous process improvement.
 - b. Develop and implement new policies and procedures.
- 6. Other duties as assigned for the overall success of the college.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Education
 - a. An earned Master's Degree in Accounting, Finance or closely related field from an accredited institution, if pending, evidence that it is to be earned within 18 months of appointment.
 - b. An active CPA and/or CMA is preferred.
- 2. Experience
 - a. Five or more years of experience in executive level financial and budget management including operational and strategic planning, policy development, and financial analysis in a variety of operational areas, preferably in tribal higher education.
 - b. Experience managing a complex budget, integrating budget decisions with strategic planning and ensuring institutional efficiency.
 - c. Five or more years of supervisory experience of increasingly responsible financial leadership including collaborative, inclusive and transparent practices preferably in tribal higher education.
- 3. Specific Skills
 - a. Commit to providing excellent customer service to staff, vendors, students and grantors.
 - b. Experience at improving business processes.
 - c. Demonstrated collaborative, inclusive and transparent leadership skills.
 - d. The position is responsible for the financial management, oversight, and reporting for all fiscal activities of the College of Menominee Nation. Principal duties include oversight of the general ledger, payroll, accounts payable/receivable, utility billing and collections, cash flow management, budget preparation

and reporting, debt administration, monthly financial statements, annual audit management and regulatory financial reporting and compliance.

4. Personal Traits

- a. Dependability, attendance and punctuality.
- b. Communication skills.
- c. Customer service to students, staff, vendors and contractors.
- d. Judgment, Decision making and problem solving.
- e. Innovation (Continuous Process Improvement).
- f. Attitude, Enthusiasm, Cooperation.
- g. Managing change and adaptability.
- h. Unquestioned personal integrity and a high degree of leadership skills and abilities, including decisiveness, the ability to motivate and to foster accountability, excellent judgment and the desire and ability to get things done.
- i. A spirit of innovation and creativity to problem solving.
- j. The CFO is responsible for modeling high standards of honesty and integrity in all matters relating to employment with the College of Menominee Nation. The CFO is required, as a condition of employment, to conduct himself (both on and off the job) in a manner that brings credit to the Tribal College.

Reporting to this Position: Finance Office Staff

Physical Demands & Work Environment:

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Constant

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Office equipment including; copy, scan, print, fax machines, computers, calculators and telephones.

To Apply:

1. Letter of interest that addresses the stated responsibilities of the Chief Financial Officer and requirements for applicants;
2. Current Resume;
3. Evidence of an earned Masters in Accounting, Finance or closely related field from an accredited institution, if pending, evidence that it is to be earned within 18 months of appointment;
 - Official transcripts will be required upon hire.
4. Names/titles/contact information of at least three professional references.

Written requests for confidentiality during the initial application process will be honored. Complete background checks are conducted on all reaching the candidate stage.

Submit via email: HR@menominee.edu *(if no auto-reply of receipt within 24 hours contact CMN HR)*

or

Submit via USPS: Human Resources, College of Menominee Nation, GM 212, N172 State Hwy 47-55,
P.O. Box 1179, Keshena WI 54135.