**Job Description**

**Job Classification**

**Title** Chief Financial Officer (CFO)

**Department** Investment Management; Portfolio Management

**Reports to** CEO; or management position as designated by the CEO

**FLSA Status** Exempt

**Version** 9/2/21

**Job Summary**

The Chief Financial Officer (CFO) is responsible for leading the financial system, strategy and reporting of Noo-Kayet Investments (NKI), including oversight of the enterprise support departments of finance, human resources and IT to support NKI’s assets under management and investment plan implementation.

**Essential Duties and Responsibilities**

The following duties and responsibilities are a reasonable representation but not an exclusive list of those of the CFO.

1. Respect and learn the customs, traditions and values of the Port Gamble S’Klallam Tribe.
2. Effectively leads all of the financial functions of the NKI and its holdings, ensuring the efficient and effective financial organization of NKI.
3. Advises the CEO on financial strategy to efficiently align available capital and debt to execute NKI’s investment plan and leads the selected strategy to fruition.
4. Effectively manages the development of short- and long-term financial objectives for NKI.
5. Diligently ensures NKI’s conformity with applicable principles and practices set by GAAP (Generally Accepted Accounting Principles), FASB (Financial Accounting Standards Board), GASB (Governmental Accounting Standards Board), IFRS (International Financial Reporting Standards), AICPA (American Institute of Certified Public Accountants), PCAOB (Public Company Accounting Oversight Board), FAF (Financial Accounting Foundation), in addition to applicable tribal laws and regulations.
6. Manages the timely completion and reporting of financial statements, including Profit and loss sheets, balance sheets, cash flow statements, investment portfolio, and other reports with accuracy.
7. Implements NKI’s finance policies and procedures to ensure adequate financial controls of NKI and its holdings.
8. Manages NKI’s investment processes, staff and resources to source, assess, finance and close on acquisition targets.
9. Analyzes and reports to the CEO and Board of Directors the past, present and future financial strengths and weaknesses of NKI, with recommendations for its long-term profitability and growth potential.
10. Advises the CEO on long-term financial planning, financial control, profitability, accounting systems, insurance coverage, and risk management.
11. Provides leadership and direction to direct reports in the resolution of complex business issues and maximization of long-term profitability of holdings.
12. Advises managers of NKI’s businesses as they resolve complex business issues to ensure their financial sustainability and growth.
13. Oversees preparation and submission of government tax forms and payments, as well as regulator compliance applicable to NKI and each of its subsidiaries.
14. Manages the directors of information technology and human resources, as well as legal counsel, to see that they efficiently support the business outcomes and holding structure of NKI.
15. Assumes responsibility for the development and implementation of effective financial, accounting, and IT strategic planning.
16. Oversees borrowing and grant activities and related strategy, including establishes and maintaining relationships with lenders, grant agencies and other financial resources.
17. Maintains a highly collaborative relationship with the Port Gamble S’Klallam Tribe government CFO, including reporting of NKI financials to the PGST Tribal Council as requested.
18. Confers with NKI Management on the best course of action to engage financial opportunities and challenges existing businesses and bolt-on investment opportunities.
19. Assesses mergers and acquisitions targets for feasibility and congruency with investment plan, and is responsible for the performance of due diligence to provide data-driven decision making.
20. Participates in NKI strategic and investment planning, including the development of financial performance metrics and targeted returns on investment for each investment sector or portfolio.
21. Provides guidance on change management throughout the organization in a manner that supports success, and allows employees to move from current state to future state in an organized fashion that is aligned with business goals.
22. Oversees the conduct of external audits and any related corrective action or recommendations for improvement of NKI and its holdings.
23. Performs other duties as driven by organizational needs, professional initiative, and as requested by the CEO.

**Position Qualifications**

A Master’s Degree in Business Administration, Finance, Economics or other closely-related field of study.

A minimum of 10 years’ experience as a Chief Financial Officer, or as a senior level financial executive.

**Mandatory Knowledge, Skills, Abilities and Other Qualifications**

* Experience making passive and direct investments, including acquisitions, and formulating related financial strategy
* Skills in budget development, analysis, oversight and expense control; service enhancement both through volume growth and program development
* Experience in personnel management
* Ability to develop policies and procedures and implement them
* Experience in strategic planning and risk management, with the ability to develop and implement comprehensive strategic plans
* Ability to apply process development to facilitate regulatory compliance
* Knowledge of Tribal sovereignty and the impact of applicable regulatory standards
* Experience with grant application, administration, and compliance
* Strong interpersonal skills and negotiation skills
* Excellent verbal and written communication and presentation skills
* High-level leadership skills, initiative and persistence needed to accomplish goals and objectives
* Ability to function as an effective member of a work group, gaining the respect and cooperation of others
* Knowledge of change management models, factors of resistance and solutions, and demonstrated ability to move an organization, and its employees, forward in order to meet the goals and objectives of the organization
* Demonstrated mergers and acquisitions experience with a proven track record of pre and post- acquisition planning and implementation
* Excellent planning and organization skills
* History of successful and positive working relationships with the governing body or Board of all prior employers
* Effective sharing of information with governing bodies and employees in an appropriate and timely manner
* Ability to develop positive community relations; including an understanding of the political issues in the community and organization
* Strong leadership skills and the ability mentor subordinate employees; ability to build and manage effective teams
* High ethical standards with no history of ethics complaints
* Sensitivity towards the Native American culture
* Emotional maturity and ability make sound decisions under stressful circumstances
* A record of satisfactory performance in all prior and current employment, as evidenced by positive employment references from period and current employers and other references
* Adept at Microsoft products such as Excel, Word, Adobe PDF, and Outlook.

**Preferred Qualifications**

* Prior experience working with Native American populations
* CPA

**Physical Requirements**

1. Occasionally exerts up to twenty-five pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting. Exerting up to 25 pounds of force.
3. Occasionally requires crouching.
4. Often requires walking or moving about to accomplish tasks.
5. Requires walking up and down stairs, daily.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**Typical Environmental Conditions**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility.

**Travel Requirements**

The NKDC facilities sit on several location that will required several short trips a week to perform tasks. Local, regional, and out of state travel is necessary and the frequency of it may vary.

**Acknowledgement Statement**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*