



EMPLOYMENT OPPORTUNITIES

Job Title: Finance Director

Closing Date: 03/04/2025

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-358

Job Type: Full-Time Regular

Department: Gila River Indian Irrigation & Drainage District

City: Sacaton, AZ

Location: 192 S. "A" Street

Area of Interest: Administration

Salary/ Hourly Rate: \$125,468.80 - \$187,468.80 Salary

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Finance Director is responsible for planning, developing, and maintaining the accounting and budgetary processes for the Gila River Indian Irrigation Drainage District (GRIIDD) to include GRIIDD's operating and capital budgets; and is responsible for the oversight of all financial operations, including accounts payable, payroll purchasing, fixed assets, cash and investment management, financial reporting, financial strategy development, planning and administrative management. This position will develop short and long range financial plans, analysis, and forecasts with alternatives to determine financial policy for achieving operating and capital improvement objectives with available financial resources.

ESSENTIAL FUNCTIONS:

- Provide leadership, direction and supervision in the areas of financial administration.
- Develop, analyze and formulate recommendations for policy and procedural changes for areas such as budget, financial management, accounting, resource allocations, indirect cost rate setting, debt financing and automated financial management systems.
- Direct the preparation of all financial statements, business activity reports, financial position forecasts, annual budgets, annual audited financial statements, and/or other required reports. Lead the planning and resource allocation processes that result in the development and administration of the operating and capital budgets.
- Direct and participate in a variety of reports and studies on complex financial analysis, organizational and administrative initiatives, and a wide variety of grantor financial management activities.
- Evaluate operational procedures to ensure they are consistent with established goals and objectives of the Finance Department.
- Ensure all Finance staff complies with standard operating procedures, organization policies and any other applicable Tribal, State and Federal regulations.
- Facilitate planning efforts, focusing on effective translation of strategy into operational objectives and specific, measurable goals with associated deliverables consistent and in support of the GRIIDD's goals.
- Respond to findings and implementation of corrective actions as identified by external/internal auditors and funding agencies.
- Ensure accuracy of the general ledger and timely publishing of monthly and annual financial statements and reporting to the General Manager and GRIIDD Board.

- Analyze financial details of past, present and expected operations to identify development opportunities and areas where improvement is needed.
- Evaluate needs for procurement of funds and investment of surpluses and make appropriate recommendations and advise management on short term and long term financial objectives, policies and actions.
- Strictly adhere to the principles of confidentiality.
- Perform other job related duties as assigned.

REQUIRED KNOWLEDGE, SKILL, AND ABILITY:

- Excellent leadership skills and knowledge of principles and practices of staff management and modern supervising.
- Working knowledge of computer operation and accounting software.
- Knowledge of the legal, ethical and professional rules of conduct for finance professionals.
- Knowledge and understanding of Government Accounting Standards Board and Financial Accounting Standards Board principles, practices, generally accepted accounting standards and requirements.
- Knowledge and understanding of the principles, practices, methods and techniques of effective management, strategic planning, forecasting, budgeting and critical thinking in the development of programs and services aligned and integrated with the organization's mission, values and goals.
- Knowledge of the preparation of operating/capital budgets and revenue projections, design and implementation of automated financial and related systems, debt financing, preparing governmental financial statements.
- Ability to effectively plan, supervise and coordinate work of others.
- Ability to apply analytical reviews and to interpret significant financial data relationships and to accurately and reliably interpret statistical data for identification of trends, issues and/or problems.
- Ability to develop financial and management strategies and plans designed to support, integrate with and further department and tribal government objectives and goals.
- Ability to apply critical thinking and problem solving skills related to developing integrated strategies.
- Ability to understand and interpret a variety of complex agreements and contracts including financial and operational statistics, models and assumptions.
- Ability to establish and maintain effective working relationships with other employees, Community officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

Bachelor's degree from an accredited college or university in Accounting, Finance, Business or a closely related field; seven (7) years of experience with professional financial, operational and budget management, and maintaining complex financial models; including three (3) years of supervisory experience. Prior electric and/or water utility experience preferred.

ADDITIONAL REQUIREMENTS:

Certified Public Accountant (CPA) and/or Certified Management Accountant (CMA) required.

Required to pass a background check and adequate credit history required. Credit report must be submitted with application.

- Required to obtain a Tribal Operator's permit. Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

- Preference for Community Members (with proof of enrollment)
- Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
- Preference point for Spouse of Community Member (with proof of spouse enrollment)
- Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org