

Finance Director

The Seneca-Cayuga Nation is accepting applications for a Finance Director. In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, consideration shall be given to upgrading the existing staff in accordance to the Nation's Career Development Plan. If you wish to be considered for the attached position announcement, please follow the handbook on pages 16- 17. Section 212: Promotion Procedures. Also, if you should have any questions regarding, please do not hesitate to contact Human Resources. Under the direction of the Executive Director, the Finance Director of the Nation is tasked with overseeing all financial activities, all budgets and performs, advises, and supervises others in the performance of professional accounting, financial reporting and administrative work involved in the daily organization, operation, and supervision of the Nation's accounting systems. The Finance Director will advise the Executive Director on all matters pertaining to the management and operation of the accounting, accounts receivable, accounts payable, budget control, financial statement preparation, and payroll functions. The Finance Director prevents Tribal liability in financial operations by organizing, supervising and participating in all activities necessary to facilitate the conduct of the Nation's annual independent organization wide audit by independent auditors. Minimum Bachelor's degree in Accounting or Finance is required. In compliance with the Governmental Accounting Standards Board (GASB), the Finance Director must be knowledgeable of Generally Accepted Accounting Principles (GAAP). While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and distance vision. Must submit to drug screen and background check. The Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com . Resumes and applications may be submitted to Human Resources or by email to cbrown@sctribe.com and clewis@sctribe.com . Indian/Tribal Preference will be observed. Posted Until Filled.