

# JOB ANNOUNCEMENT

**Title:** Assistant Finance Director

**Requisition Num.:** 023-2022

**Open Date:** 09/07/2022

**Closing Date:** Until Filled

**Department:** Finance

**Classification:** Full-Time /Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

## Rincon Band of Luiseño Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



**Opportunity:** This position will assist in the oversight of the financial and regulatory requirements of the Tribe. Provide highly responsible and complex professional assistance to the Finance Director in areas of expertise, as well as assisting with staffing requirements, duties, and scheduling of projects. The Assistant Finance Director must be able to create and enforce an internal control environment that supports the proper expenditure and recording of Tribal, federal, state and grants funds. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position will maintain a thorough working knowledge of and will adhere to tribal policies, regulations and procedures, as well as oversee, direct, and participate in major activities and programs of the department, including finance, investment and cash management, budget, and accounting and will be responsible for providing professional-level support to the Finance Director in a variety of areas.

### JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assists in establishing operating and financial policies and procedures for a multi-million dollar operation.
- Assists in the full management responsibility for all Finance Department services and activities.
- Assists in the development and maintaining Finance Department's goals, objectives, policies, and priorities for each assigned service area; helps establish within Rincon policy, appropriate service and staffing levels; allocate resources accordingly.
- Assists in establishing Rincon's budgeting, accounting, and financial reporting practices.
- Develop and establish internal controls, policy, and procedures necessary to assure the accuracy and security of all records and funds; evaluate current performance of accounting procedures and financial controls.
- Identify variances from approved or authorized practices and initiate actions to ensure established controls are maintained. Assist in management of internal control programs.
- Help oversee the complete, accurate, and timely preparation of annual and monthly financial reports and statements.
- Be able to prepare financial statements in accordance with GAAP and Governmental Accounting Standards.

## 2 Job Announcement, Cont'd. – Assistant Finance Director

### To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

**Applications which are not completely filled out will not be considered.**

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### Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

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### JOB RESPONSIBILITIES CONT'D

- Manage the preparation of the Rincon budget; pre-audit projected budget - provide Rincon's coordination for all budgetary matters.
- Develop and administer the Finance Department budget — direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures, prepare and implement budgetary adjustments as necessary.
- Develop a capital expenditure budget.
- Establish capitalization policies and procedures including depreciation method.
- Maintain an inventory of all tribal capital assets in accordance with federal and tribal regulations.
- Direct and analyze studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Evaluate a variety of business opportunities presented by departments within Rincon for reasonableness and financial soundness.
- Arrange for audits of all accounts annually. Work with independent auditors and ensure compliance with generally accepted accounting principles (GAAP).
- Interpret and apply applicable Federal, State, and local policies, procedures, laws and regulations.
- Analyze monthly work papers and schedules that agree and support the general ledger.
- Use knowledge and understanding of grants and contract regulations to maximize impact on Rincon
- Prepare or review all reports required by regulatory agencies.
- Assist in the development and implementation of Rincon's investment policies. Work with financial institutions to manage the organization's financial investments that include but is not limited to stocks, bond, treasury bills, and money market accounts
- Assist in the development of a short and long-term financial strategy that reflects the highest and most efficient use of capital resources available.
- Responsible for 401(K) reporting and maintaining accurate records and documentation.
- Report all political contributions and lobbying activities to all appropriate agencies.
- Coordinate with other Rincon departments, Business Committee, Investment Committee, Section 17 Corporations, Tribal Members, other relevant internal committee's and outside agencies.
- Maintain a customer service orientation within the department; respond to and resolve sensitive and complex issues relating to Rincon, the Business Committee or the Tribal members.
- Attend and participate in professional and Rincon community events; stays current on issues relative to the field of finance, tribal law and relevant gaming issues.
- Perform related duties and responsibilities as assigned.

### OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attends required meetings and trainings.
- Perform other related duties as required.

### Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

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**Resumes will not be accepted in lieu of completed application forms, but may be attached.**

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### JOB QUALIFICATIONS

#### Education/Experience and/or Training:

- Must have a high school diploma or GED. Requires a bachelor's degree in accounting, economics or business administration. (masters degree highly desired)

#### Licenses or Certifications:

**The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- A current and valid California Certified Public Accountant's license is required.

#### Work-Related Knowledge:

- Working knowledge of state and local laws that pertain to background investigations.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.