



Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

Phone: (360) 758-4223 Fax: (360) 758-2573

JOB ANNOUNCEMENT

JOB TITLE: DIRECTOR OF FINANCE

OPEN: March 19, 2024

DEPARTMENT: Finance

LOCATION: LCC Admin

ORGANIZATION: Lummi Commercial Company

SALARY SCALE: Administration

CLOSE: Until Filled

STATUS: Full-Time

STATUS: Exempt

REPORTS TO: CEO

SALARY GRADE: 9

POSITION SUMMARY

The Director of Finance is responsible for the planning, directing, and controlling of operational activities within the enterprise accounting department to ensure efficient control of financial resources and maximization of profit.

ESSENTIAL DUTIES

1. Establish, maintain, and improve financial controls necessary for protecting the company's financial assets, while maximizing distributions to the LIBC.
2. Prepare annual budgets, analyze performance, generate operating statements, pro-forma reports, and forecast revenue, expenses, and profits for company operations.
3. Ensure proper and timely compliance with the LIBC/LCC MOU Agreement.
4. Ensure proper and timely preparation of information on financial performance, including but not limited to annual audits, monthly financial statements, ledger reconciliations, payroll, accounts payable and receivable administration, and employee incentive administration.
5. Ensure timely distribution of gaming and tax revenues to the Tribal Government.
6. Manage, allocate, and distribute funds to the tribe and tribal enterprises.
7. Manage construction and project finances including tracking of construction capitalization, maintaining the fixed asset ledger, including additions, deletions, and depreciation, and assisting in the procurement of financial capital as needed.
8. Serve as custodian of the company's financial responsibilities to all jurisdictions, including, but not limited to, the Lummi Nation, the State of Washington, and other local jurisdictions.
9. Provide financial analysis, financial reporting, and policies necessary to inform business operations and ensure sound business practices.
10. Work closely with the executive team regarding the financial health of the LCC entities and provide financial input regarding entity operations.
11. Participate in job related professional business groups/clubs/networks for the purpose of involvement in the greater community for exposure and networking.
12. Travel off-site to attend training courses, conferences, and meetings as required.
13. Provide oversight and coaching to the accounting and finance staff.
14. Maintain confidentiality at all times.
15. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

POSITION REQUIREMENTS

- Knowledge and practical experience in business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership principles and techniques, directing and coordinating operational activities.

- Knowledge and experience in statistics, financial analysis, data interpretation, and uncovering insights. Familiarity with internal control, budgeting, general ledger, POS systems, financial systems, and computer systems.
- Must be knowledgeable of Generally Accepted Accounting Principles, employment tax compliance, accounting and auditing standards, reconciliations, governmental regulations, micro and macroeconomics, financial markets, regional economics, banking, investing, and financial data analysis and reporting.
- Knowledge of Internal Revenue Service regulations, laws and legal codes, internal controls, and other governmental regulations.
- Demonstrated leadership skills with a healthy work ethic, high energy, inquisitive mind, conflict resolution, and ability to motivate project teams.
- Identifies complex problems and reviews related information to develop and evaluate options and implement solutions.
- Must have or be willing to learn the skills needed to access accounting information via Excel's open database connections and to create and edit reports in the accounting software.
- Ability to communicate information, both orally and in writing, so others will understand.
- Ability to maintain a calm demeanor in handling difficult or stressful situations.
- Ability to interact with others in a professional and respectful manner.
- Willingness to take on responsibilities and challenges.
- Willingness to lead others and take charge of situations.
- Ability to exercise good judgment and balance priorities and workload for self and others.
- Willingness and ability to work in excess of 40 hours per week as needed.
- Ability to work with people of diverse backgrounds.
- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Must pass an extensive criminal background check.

Computer Skills: Excel, Word, Outlook, and general office equipment; experience in Sage 100 or similar accounting system preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Work unaccompanied, sitting for long periods of time and without defined breaks.
- Required to stand, talk, hear, use hands and fingers to operate a computer and telephone keyboard as well as reach, stoop, kneel, and sit for long periods of time.
- Must be able to safely lift up to 50 lbs.
- Specific close vision abilities required by this job due to computer work.

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.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- May be required to work in a confined area.
- May be exposed to moderate noise (i.e., business office equipment and pedestrian traffic).

EDUCATION AND EXPERIENCE

Education Required: Bachelor's degree in Accounting (or related field) from an accredited university

Education Preferred: N/A.

Experience: Five (5) years' experience working in an accounting capacity; twelve (12) months' experience in supervising accounting staff; experience working for a tribal government or tribal entity preferred.

Certificate & License Requirements:

- Must possess a valid Driver's license and meet eligibility requirements for tribal insurance.
- NIGC Suitability: WGSC C-III License: LTGA License

A combination of education and experience may be considered as a substitute for a degree requirement.

SUPERVISORY RESPONSIBILITIES

- Supervise LCC Accounting and Finance personnel, including managing productivity, staff development, defining essential job functions, providing training as needed, and coaching.

TO APPLY:

To obtain a Lummi Commercial Company (LCC) Application go to: <https://www.lummi-nsn.gov/widgets/JobNow.php> or request by email LCCHR@lcc-lummi.com or obtain in person at LCC HR. For more information contact the Lummi Commercial Company Human Resources at (360)758-4223 x1007. Submit an LCC Application, Cover Letter, Resume & Reference Letters no later than 4:00 p.m. on the Closing Date. If listing requires Degrees or Certifications, please include copies with the Application packet. Mailing Address: 2751 Haxton Way #1, Bellingham, WA 98226, LCC Human Resources.