
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	Deputy Chief Finance Officer
Reports To:	Chief Financial Officer (CFO)
Supervises:	Finance Department Staff, as assigned
Location:	Happy Camp, CA
Assigned Work Location:	Administration Office, Happy Camp, CA
Salary:	\$120,000-\$150,000 per year/ DOE
Classification:	Full Time, Regular, Exempt
Summary:	The Deputy Chief Financial Officer (DCFO) has the primary responsibility for ensuring the financial integrity of the Tribal government organization by recommending, implementing and enforcing sound fiscal management policies and procedures. The DCFO trains and supervises the Finance Staff to operate fiscal management systems and serves as the Tribe's principal liaison with external organizations concerning financial accountability.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

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POSITION DESCRIPTION

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Responsibilities:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. In the absence of the CFO, will act as a member of the Tribal Management Team, working cooperatively Department/Program Directors and Fiscal Officers of subsidiary corporations to develop and implement sound plans, budgets and financial management systems for the delivery of high-quality, cost-effective services to the Tribal Membership.
6. As directed by the CFO, assesses the financial condition of the Karuk Tribe and makes monthly financial/operating reports to the Tribal Council; responds to (or directs responses to) requests from department/program personnel for timely, accurate financial reports on departmental/program activities.
7. In the absence of the CFO, will coordinate with members of the Tribal Management Team to analyze trends in public and private funding availability, and trends in Tribal revenues and expenditures, and advises the Chief Executive Officer (CEO) and Tribal Council regarding potentially adverse and/or beneficial impacts.

8. As directed by the CFO, will attend meetings of the Karuk Tribal Council/Karuk Tribal Health Board and provides financial management advice as necessary and appropriate for sound management decision-making by these governing boards.
9. As directed by the CFO will complete fiscal portion of Health Resources and Services Administration (HRSA), Uniform Data System (UDS) and Department of Health Care Access and Information (OSHPD) reports.
10. As directed by the CFO will prepare annual indirect cost proposal and negotiate rate with the Federal Department of the Interior (DOI).
11. As directed by the CFO, will prepare fixed asset and depreciation schedules.
12. As directed by the CFO, will prepare annual statement of federal expenditures report making sure that all funds are reconciled to the report. Follow up on any grants that should be closed out by the end of that fiscal year.
13. As directed by the CFO will create Request for Proposal (RFP) for audit services. Evaluate proposals and make a recommendation to the Tribal Council.
14. As directed by the CFO ensures that all items on the external auditors check list are completed prior to the auditors arriving to complete fieldwork.
15. As directed by the CFO reviews grants and contracts prior to being submitted to the Council for approval.
16. As directed by the CFO evaluate economic development proposals including payback analysis to make sure that investment decisions are sound.
17. Adheres to Tribe's and Program's confidentiality and personnel policies.
18. Be available for local and out of the area travel as required for job related training and various activities.
19. Attends all required meetings, trainings and functions.
20. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must possess a bachelor's degree in accounting, finance or related field and five years+ management-level experience in accounting/financial management with three years' experience managing governmental fund accounting systems or equivalent combination of education experience. Certified Public Accountant certification required.
2. Must possess grant administration and management experience managing over 200 grants and/or \$200M.

3. Must have demonstrated ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from regulatory and funding agencies, creditors and vendors, and members of the Tribal staff and community; ability to communicate effectively with governing boards and members of the management team regarding financial management issues and financial condition of the Tribe.
4. Must have demonstrated knowledge of Generally Accepted Accounting Principles (GAAP), federal compact, contract and grant management procedures and Office of Management and Budget (OMB) Circulars and other regulations governing financial management practices of Tribal governments.
5. Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards and members of the management team.
6. Must have demonstrated abilities to both initiate and follow through on complex financial management tasks, manage time well, meet deadlines and respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
7. Must adhere to confidentiality policy.
8. Must be a self-starter, well organized, and willing to learn new skills.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test.
11. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contest or guilty plea to any felonious offenses or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: August 13, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25