

BAD RIVE BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: *Chief Executive Officer*

Department: Bad River Business Development Corporation (BBDC)

Hourly Rate: Negotiated (DOQ)

Exempt: Exempt

Supervisor: Board of Directors



Summary: The Chief Executive Officer is responsible for providing strategic leadership in planning, policy development, and long-range goal setting. This will be accomplished by working with the Board of Directors and employees of the corporation.

Essential Duties and Responsibilities include the following: Specific duties include, but are not limited, to the following:

- Plan, develop, organize, implement, and direct the corporations' fiscal function and performance.
- Evaluate and advise on the impact of long-range plans, introduction of new programs/ventures, and regulatory actions.
- Develop credibility by providing timely and accurate financial reports, financial trends, and budget analysis.
- Enhance and/or develop, implement, and enforce policies and procedures of the corporation by way of systems that will improve the overall operation and effectiveness of the corporation.
- Establish credibility throughout the corporation as an effective developer of solutions to business challenges.
- Provide technical financial advice and knowledge to others within the corporation.
- Improve the budgeting process on a continual basis through education of department managers on financial issues impacting their budgets.
- Provide strategic financial input and leadership on decision making issues affecting the corporation.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism, which includes minimum cash threshold to meet operating needs.
- Act as an advisor from the financial perspective on any contracts into which the corporation may enter.
- Will follow and comply with BBDC bylaws, articles of incorporation, policies and internal control standards.
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the personnel group.

SUPERVISORY RESPONSIBILITY:

This position manages the senior executive team and subordinate supervisors and is responsible for the overall direction, coordination and evaluation of these units. This position also supervises nonsupervisory employees. This position's supervisory responsibilities: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements:

Required Education and/or Experience:

Bachelor's degree in business administration, finance or another related field is required. Ten years in executive level management or must have held an ownership interest in his/her own business for 10 years. Must not hold an elected office with the Bad River Tribe or have any business interests in the same field as the Bad River Business Development Corporation. Additional experience may be considered in lieu of education requirements. Experience in contracts and negotiation is required.

Preferred Education and Experience:

Master's degree in business administration, finance or another related field is preferred. Ten to fifteen years of related industry experience is preferred. Additional education may be considered in lieu of education preference.

Other Skills and Abilities:

- Present a positive, professional appearance and demeanor while conducting Bad River Band Business, on premises and off.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment to customer service.
- Superior written and oral communication skills.
- Effective time management and organizational skills.
- Exceptional leadership and interpersonal skills.
- Must be a detail-oriented problem solver.
- Possess strong computer skills with proficiency in software including Microsoft Office.
- Ability to work well under pressure.
- Strong mathematical skills.
- Ability to read and understand budgets and financials.

Background Check:

This position is contingent on ability to pass background check required. This position requires for eligibility a required driver check, to meet eligibility for Tribal Insurance, and ability to be bondable.

Physical Demands:

The physical demands described here are representative of those that must meet 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.

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. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Required Documents:

Bad River Tribal Application

Resume

Copy of Transcripts (unofficial accepted)

Copy of degree from an accredited University or College

Public

Opens: 9/4/18

Closes: Open Until Filled

**Submit all supporting Application and Documents to:
hrmanager@badriver-nsn.gov
Bad River Tribe
Attn: Human Resources Office
P.O. Box 39
Odanah, WI 54861**

