



The Suquamish Tribal Council and Executive Management are seeking highly qualified applicants for our full time Finance Director position to oversee the financial management of the Suquamish Tribal Government.

Our Mission

The Mission of the Suquamish Tribe is to provide for the health, education and welfare of the Tribal members by: Recognizing, respecting and protecting our ancestral heritage and the diversity of spiritual beliefs that exist among our families; Protecting and enhancing our land base, natural resources, and Treaty rights, including the right to fish, hunt and gather in our usual and accustomed areas and; Developing, improving and maintaining a highly effective tribal government system that values and supports its employees and is connected and responsive to the needs of Suquamish families.

Our History

The Suquamish Tribe is located in Kitsap County, our Government offices are located at 18490 Suquamish way, Suquamish WA 98392. Employing approximately 375 employees and operating on an annual budget of \$63 million. Suquamish is one of many Indian Tribes in the Pacific Northwest who thrived in their traditional life ways before the arrival of Europeans. Taking their name from the traditional Lushootseed phrase suqʷabš for “people of the clear salt water” these expert fisherman, canoe builders and basket weavers have lived in harmony with the lands and waterways along Washington’s Central Puget Sound Region for thousands of years. dxʷsəqʷəb meaning place of the clear salt water in the Southern Lushootseed language, has been the primary home of the Suquamish people since time immemorial. It is the ancient place on Agate Passage, the site of Old-Man-House Village, the winter home of Chief Seattle and the heart of the Suquamish people. It is here- past, present and future that the Suquamish people live on the land of our ancestors and our great-grandchildren.

The Finance Director Responsibilities:

Works closely with the Suquamish Tribal Council, and Executive Director to develop strategies for short and long-term financial planning, and the development of a master budget to ensure financial stability and economic success of the Tribe. The Director will be responsible for the day-to-day leadership and management of all fiscal operations of the government including planning, organizing, and controlling financial resources and expenditure processes. The Director is responsible for leading 10 FTE Finance personnel, and oversight of BIA, IHS, grant, and tribal funding, cash management, debt management, purchasing and investment policy. The Finance Director will prepare indirect cost proposals, assists in preparation of the annual audit and is responsible for maintaining accurate records of all expenditures by fund source. Is responsible for the hiring and management of finance staff, and ensuring compliance with all regulations, standards and legal requirements affecting the tribes finances.

A Successful Candidate would ideally possess the following qualifications:

- Experience working in a financial capacity with Tribes or government.
- Excellent leadership and management skills
- Excellent interpersonal skills and ability to work as an effective team member
- Must be able to prioritize workloads and handle the demands of a challenging position.
- An aptitude for long-term financial planning
- Excellent written and verbal skills
- Preference will be given to Tribal Membership

A Successful candidates must possess the following qualifications;

- Professional Accounting Designation – CA, CPA, CMA.

- Completion of a Bachelor's Degree in Business Administration or Accounting.
- A minimum of 5 years' experience in financial management and accounting
- Be proficient with multiple operating programs including Microsoft Office, applicable accounting software, and video conferencing tools.
- Federal Bureau of Investigation Background check

You may apply online at <https://suquamish.nsn.us/home/careers/employmentapp/>. You are encouraged to attach a cover letter, resume, letters of recommendation, and education / training certificates to your application.

To request a full copy of the job description to see the duties and requirements, please call the job hotline at 360-394- 8414 or email: hr_email@suquamish.nsn.us

Suquamish Tribe
Attn: HR Department
P.O. Box 467 Suquamish, WA 98392