



Position Specification

Navajo Nation Oil & Gas Co
Chief Financial Officer

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Navajo Nation Oil & Gas Co

Our Client

The Navajo Nation Oil and Gas Company ("NNOGC") is a federally chartered oil and gas company wholly owned by the Navajo Nation.

NNOGC's strengths are exploration and discovery, development production, midstream business, and downstream business – all supported by leading-edge technology. Today, the energy NNOGC produces keeps America moving and helps drive the American economy. In addition, NNOGC makes significant financial contributions to the Navajo Nation, provides goods and services in remote areas, and provides Navajo career opportunities.

NNOGC has over 50 employees with headquarters in St. Michaels, Arizona, and operations in New Mexico and Utah. NNOGC's oil and natural gas interests include a non-operated working interest in the Aneth CO₂ flood and operated interests in the Tohonadla and Desert Creek fields and the Rim project areas. The Company's midstream business unit operates the Running Horse Pipeline in southeast Utah and northwest New Mexico. The downstream business unit operates gas stations and convenience stores in the Navajo Nation under the Navajo Petroleum, "76" and Chevron brands. NNOGC is adding projects to its oil and gas upstream business, working to develop helium operations on and off of the Nation, plus seeking growth in C-store locations.

NNOGC was established as a federally chartered Section 17 Corporation under authority granted by the Navajo Nation Council and began operations in 1998. NNOGC and Partners contributed over \$30 MM in royalty in 2022, while annual taxes, scholarships, and rights-of-way payments exceeded \$1.5 million. Additionally, NNOGC has paid \$9 million in lease delay rental obligations over the past three years. Donations to various causes (Navajo Nation fair, Inauguration Events, COVID Relief, School Uniforms, Basketball Tournaments) have exceeded \$1 million over the past three years.

About the Navajo Nation:

The Navajo Nation (Nation) is a federally-recognized Indian tribal government with a territory covering 17.5 million acres in NE Arizona, SE Utah, and NW New Mexico. The Nation has the most extensive land base owned by an Indian tribe, with a population of roughly 350,000. With land holdings underlain by vast energy and helium resources, the Navajo Nation is the sole shareholder of NNOGC. NNOGC must apply for leases through the Navajo Nations Minerals Department. Approved applications must pass legislation and be signed by the President before they are effective. NNOGC operations must strive to respect Navajo traditions and culture in all aspects of its operations. While many of the current projects are on the Navajo Nation reservation, NNOGC's charter allows it to develop projects on and off Navajo lands.

E&P Operations:

Greater Aneth: Located in south-eastern Utah, Aneth is the largest producing oil field in the State of Utah, with current gross production of approximately 10,000 bbls of oil per day. The field is a significant CO₂-enhanced oil recovery project operated by Denver-based Elk Exploration with a 65% working interest, and NNOGC has the remaining 35% working interest.

Tohonadla ("Toho"): About 20 miles south of Bluff, Utah, NNOGC operates 125 barrels of oil daily from nine wells. NNOGC focuses on optimizing production and minimizing cost. They continue the field's development, including an NGL recovery study while assessing Tohonadla's waterflood potential. Furthermore, E&P will analyze and reprocess 3D seismic data to evaluate the growth potential.

Desert Creek: Just south of Aneth, NNOGC operates the Desert Creek field. NNOGC has recently drilled and completed four wells based on 3-D seismic. The wells are on test, with very encouraging results. NNOGC's Exploration and Production are optimizing production, evaluating reserves, and reviewing seismic.

Position Specification

RIM: NNOGC operates 16 wells that border the Greater Aneth Field. These wells produce an average of 83 barrels of oil per day. NNOGC's Exploration and Production focus on reservoir management and minimizing cost.

Other: Navajo Nation is underlain by high concentrations of helium. With the currently high helium prices, the development of this resource could be meaningful. NNOGC is working with the Navajo Nation to assess the best way to develop helium resources. While NNOGC continues to work with the Navajo Nation, it has also assembled helium exploration leases outside the Navajo Nation. NNOGC has also implemented a plan to restore and remediate abandoned locations and orphaned wells.

Running Horse Pipeline:

The Running Horse Pipeline gathers and transports crude oil from Greater Aneth and adjacent fields. The system consists of three barrel tanks, 87 miles of 16 mainline, and 38 miles of gathering lines Greater Aneth Field. The current throughput capacity is 25,200

Additionally, Running Horse Pipeline has a crude oil truck loading the terminus of the pipeline which provides an optional method of transporting oil from the Four Corners area to alternative competing where higher sales prices may be realized.

Navajo Petroleum / Downstream Operations:

Navajo Petroleum began on a journey in 1996 with the acquisition of in Window Rock and Kayenta, AZ. With great success, the range of expansion followed with locations in Chinle, Tohatchi, Blue Gap, and Tse Bonito. With the patronage of the Navajo people for over a decade, Navajo Petroleum is honored to be a site that is visited and owned by the Navajo Nation.

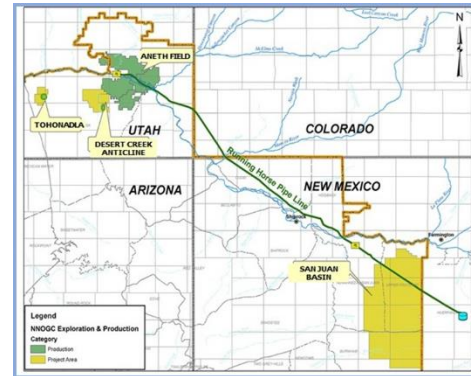
These stations serve an important social function, supporting communities as destination sites for necessities. We provide quality fuel at competitive rates. We strive to meet the standards of every customer visiting each of our locations. We have a deli and a chicken program that aims to please the palate of the Navajo people. The stores each have monthly promotions that offer the best deals

For more information, please visit: <http://nnogc.com>

The Role

The Chief Financial Officer (CFO) is responsible for all financial and fiscal management aspects of NNOGC. The CFO supervises the finance and accounting functions and is the chief financial spokesperson for the organization. The CFO will be directly involved on all strategic and tactical matters as they relate to finance. The CFO maintains confidentiality of all privileged information.

- Reports to CEO/President concerning the operation, budget, expenditures, compliance, performance and issues with the finance and accounting functions, treasury activities, tax planning and compliance, commodity price risk management. May also provide reports to the Board of Directors.
- Oversee all aspects relating to finance, including taxes, cash flow planning, accounting structure & operation, reporting, organizational & departmental budgeting, compliance to accounting standards, internal control, policies standards & process, reports and forecasting.
- Keeps leadership team and other departments informed of status of activities and of significant events and problems through meeting and reports.
- Collaborates with the development and implementation of strategic goals.
- Oversee the management and coordination of standardized accounting policies, procedures, and ordinances in accordance with Generally Accepted Accounting Principles, and Governmental Accounting Standards.
- Establishes, maintains and monitors all relationship with banks, investors, business partnerships along with other key stakeholders within the organization.



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bbls/day.
facility at
markets
locations

Position Specification

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- Succession Planning.
- Serve as one of the trustees and oversee administration and financial reporting of the organization's Savings and Retirement Plan.
- Oversight and management of monthly general ledger reports; develops and posts adjusting journal entries to correct posting errors, record indirect costs, recognize earned revenue, and reconcile receivables.
- Oversight and management for timely submission of final monthly, quarterly, bi-annual and annual reports to Executives, Board of Directors and Shareholder meetings, and funding Agencies.
- Meets and coordinates activities with external and internal auditors, as needed, to ensure records comply with accounting standards and governmental regulations.
- Conducts internal audits of data to ensure accuracy; implements corrective action.
- Establishes and administers cost effective and efficient standards for control of procurement and property management.
- Ensures the annual budget inclusive to operations plans, strategic goals and objectives.
- Establishes, implements, and communicates goals, objectives, policies, and procedures related to finance within and among departments.
- Communicates with and represents NNOGC to external agencies, consultants, funding agencies and other organizations and individuals.
- Develops and improves staff effectiveness by: coaching, counseling, training, evaluating, and recommending disciplinary action for employees; and planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Maintain a competitive insight to policy changes, markets shifts, competitor actions, and industry developments.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Candidate Profile

Experience:

- Must have a minimum of 15 years of senior level financial management experience in the oil and gas industry.

Education:

- Bachelor's degree in accounting, finance, business administration or related field; Master's degree preferred.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of the principles and practices of management and accounting, finance, and business administration
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Financial Accounting Standards Board.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Knowledge of business English, proper spelling, grammar, punctuation, and advanced arithmetic
- Skill in operating business computers and office machines, including in a current MS Windows environment, and the latest accounting software.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Solid working knowledge of merger and acquisition activities in the upstream, midstream and downstream oil and gas industry.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

Position Specification

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Navajo Nation Oil & Gas Co

- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively in the English language, both orally and in writing with all stakeholders.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality
- Ability to create and present effective, speeches, and presentations
- Ability to analyze situations and adopt appropriate courses of action
- Ability to work independently and meet strict time lines
- Ability to make solid decision and exercise independent judgment
- Ability to be persuasive and tactful in controversial situations
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.

In Performance of their respective tasks and duties all employees of Navajo Nation Oil & Gas Company (NNOGC) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Adhere to all professional and ethical behavior standards of the oil & gas industry
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license and clean driving record
- Successfully pass a pre-employment drug/alcohol screen and background investigation

Navajo Nation Oil and Gas Company is owned by the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Act (NPEA). Pursuant to NPEA, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled or secondary preference have been fully considered.

In terms of the performance and personal competencies required for the position, we would highlight the following:

Setting Strategy

- The ability to create and articulate an inspiring vision for the organization, not only for the areas they are directly responsible for, but the enterprise as a whole.
- The inclination to seek and analyze data from a variety of sources to support decisions and to align others with the organization's overall strategy.
- An entrepreneurial and creative approach to developing new, innovative ideas that will stretch the organization and push the boundaries within the industry.
- The ability to effectively balance the desire/need for broad change with an understanding of how much change the organization is capable of handling, to create realistic goals and implementation plans that are achievable and successful.

Executing for Results

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- The ability to set clear and challenging goals while committing the organization to improved performance; tenacious and accountable in driving results.
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly and lead others through complex situations.
- A risk-taker who seeks data and input from others to foresee possible threats or unintended circumstances from decisions; someone who takes smart risks.
- A leader who is viewed by others as having a high degree of integrity and forethought in their approach to making decisions; the ability to act in a transparent and consistent manner while always taking into account what is best for the organization.

Leading Teams

- The ability to attract and recruit top talent, motivate the team, delegate effectively, celebrate diversity within the team, and manage performance; widely viewed as a strong developer of others.
- The ability to persevere in the face of challenges, and exhibit a steadfast resolve and relentless commitment to higher standards, which commands respect from followers.
- A leader who is self-reflective and aware of their own limitations; leads by example and drives the organization's performance with an attitude of continuous improvement by being open to feedback and self-improvement.

Relationships and Influence

- Naturally connects and builds strong relationships with others, demonstrating strong emotional intelligence and an ability to communicate clearly and persuasively.
- An ability to inspire trust and followership in others through compelling influence, powerful charisma, passion in their beliefs, and active drive.
- Encourages others to share the spotlight and visibly celebrates and supports the success of the team.
- Creates a sense of purpose/meaning for the team that generates followership beyond their own personality and engages others to the greater purpose for the organization as a whole.

Driving Sustainability

- Firmly believes that both sustainability and profit are in the organization's best long-term interest.
- Integrates economic, societal, and environmental factors into a purpose-driven strategy, turning sustainability into a competitive advantage.
- Understands and incorporates viewpoints from all key stakeholders to drive decision making and share the benefits.
- Delivers breakthrough innovations and business models that create value for all stakeholders, continually challenging traditional approaches.
- Sets audacious business and sustainability goals, driving concerted action and investments, and stays the course in the face of setbacks or push-back from short-term oriented stakeholders.

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