

Navajo Nation Oil and Gas Company

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Chief Financial Officer

Position Description

Division:	NNOGC Corporate	Reports to (title):	CEO/President
Department:	Accounting & Finance	Job Location:	St. Michaels, AZ and Denver, CO
Job Code:	VIPFIN	Supervises:	Accounting Manager
Pay Grade:		Classification:	Exempt
Hours/week:	40 hours minimum	Effective Date:	9/01/2023
Type of Position:	Full-time	Revised Date:	1/31/2014, 7/25/2023

PERFORMANCE EXPECTATIONS

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

POSITION PURPOSE

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 in all strategic and tactical matters as they relate to finance. The CFO maintains the confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- 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, and 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 & processes, reports, and forecasting.
- Keeps leadership team and other departments informed of the status of activities and significant events and problems through meetings and reports.
- Collaborates with the development and implementation of strategic goals.
- Oversee the management and coordination of standardized accounting policies, procedures, and ordinances by Generally Accepted Accounting Principles, and Governmental Accounting Standards.
- Establishes, maintains, and monitors all relationships with banks, investors, business partnerships along other key stakeholders within the organization.
- 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 is inclusive of 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 on time.
- Maintain a competitive insight into policy changes, market shifts, competitor actions, and industry developments.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

MINIMUM MANDATORY QUALIFICATIONS

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 Office 365 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.
- 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 timelines.
- Ability to make solid decisions 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.

POSITION PREFERENCES

Licenses and Certifications	Certified Public Accountant preferred
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WORK ENVIRONMENT

Work Environment:	Work is generally performed in an hybrid setting with a moderate noise level. Variable hours based on operational needs. Tight time constraints and multiple demands are common. Travel will be required
Physical demands:	While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk, see and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

Navajo Nation Oil and Gas Company complies with the Navajo Preference in Employment Act.

OTHER

All employees must uphold all principles of confidentiality and proprietary information to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Please note: The information in this position description provides a general overview of the work performed by employees in this role. It may not encompass all duties, responsibilities, and qualifications required. Additional duties may be assigned as needed.

ACKNOWLEDGMENT

I have carefully reviewed the job description for the Chief Financial Officer position and have received a copy of it. I confirm that I can fulfill the important duties outlined in this description, with or without reasonable accommodation.

Description of any accommodation required to perform these functions:

Employee (printed name)

Employee (signature)

Date