



W A A B I G W A N  
• M A S H K I K I •

## JOB DESCRIPTION

Safety Sensitive:  
**Classification:** Exempt

**Position Title:** Chief Financial Officer

**Reports To:** CEO

**Department:** Waabigwan Mashkiki LLC

**Revision Date:** 4/18/2025

### POSITION SUMMARY

The Chief Financial Officer (CFO) is responsible for overseeing financial strategy, corporate planning, and compliance across multiple entities. This role requires a deep understanding of financial structuring in highly regulated industries, including cannabis and CBD. The CFO will focus on multi-entity financial oversight for on and off reservation operations. This will include payroll funding management, cash flow strategy, risk mitigation, and Tribal relations, ensuring long-term financial stability for Waabigwan Mashkiki, LLC.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Corporate Financial Strategy & Oversight:

- Develop financial strategies that support the growth and scalability of multiple entities on and off the White Earth Indian Reservation.
- Oversee corporate budgeting, forecasting, and financial reporting.
- Ensure strong financial governance across all entities without direct control over their daily financial operations.

#### Payroll Funding & Cash Flow Management:

- Oversee payroll funding strategies to ensure timely allocation across multiple brands.
- Monitor and optimize corporate cash flow, working capital, and liquidity reserves.
- Collaborate to ensure payroll operations remain fully funded and compliant.

#### Regulatory Compliance & Risk Management:

- Ensure corporate compliance with state and federal financial regulations, including cannabis-specific banking challenges.
- Work closely with legal teams to navigate complex tax structures and financial risks.
- Develop internal controls and financial policies to safeguard corporate assets.

#### Entity Structuring & Growth Strategy:

- Support corporate structuring, acquisitions, and expansion planning for both on and off reservation operations.
- Identify strategic investment opportunities and financial efficiencies across multiple entities with Tribal ownership.
- Provide financial modeling and scenario planning to guide corporate decision-making.

Stakeholder Relations:

- Present financial insights and performance updates to the CEO, board, and stakeholders.
- Lead discussions on capital funding, investment strategies, and long-term financial sustainability.
- Foster relationships with financial institutions and industry stakeholders.

**SUPERVISORY RESPONSIBILITIES**

- This position has one direct report and three support team members. Due to the executive level of this position, indirect supervision of all employees is assumed.
- Ability to delegate core tasks to team members.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION & EXPERIENCE**

Required Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field (MBA or CPA preferred).
- 10+ years of financial leadership experience, with at least 5 years in a CFO or senior finance role with expertise in accrual and gap accounting practices.
- Experience with oversight of 40+ million profit and loss.
- Experience working in a multi-entity corporate structure with shared oversight responsibilities.
- Industry experience in cannabis, CBD, or other highly regulated industries is required.
- Expertise in payroll funding strategies, cash flow management, and corporate financial planning.
- Strong knowledge of banking compliance, tax structuring, and financial risk management in high-risk industries.
- Ability to analyze financial data, present reports to executives, and drive strategic decision-making.

Preferred Qualifications:

- Experience in financial structuring, M&A, or corporate tax strategy.
- Tribal knowledge or work experience preferred.
- Strong relationships with banks and financial institutions in high-risk markets.
- Familiarity with payroll systems and funding operations in multi-entity organizations.

Why Join Us?

- Strategic leadership role in a fast-growing, multi-entity Tribal organization.
- Will gain experience in a high growth industry with projections of \$50+million in annual revenue.
- Competitive executive compensation, bonuses, and benefits.

- Hybrid work environment with a balance of on-site engagement and remote flexibility.
- Opportunity to shape financial strategy in the cannabis and CBD industries.

## KNOWLEDGE & SKILLS

### Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Inventory software; Order processing systems; Project Management software; Spreadsheet software and Word Processing software.

- Knowledge of the principles, practices, procedures, techniques, laws, regulations pertaining to cultivation of medical cannabis and tribal and public policy.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Medicinal Cannabis Code, White Earth Enterprises, and Waabigwan Mashkiki LLC.
- Knowledge of the White Earth Reservation demographics, culture, history, and life ways.
- Knowledge of cultivation or agriculture products/supplies.
- Knowledge of area climate, weather patterns and challenges.
- Knowledge of area business and program locations and towns.
- Strong attention to detail.
- Strong planning and multi-tasking skills.
- Willing to travel for training and work-related tasks.

## CERTIFICATES / LICENSES / REGISTRATIONS / REQUIREMENTS

- Must be twenty-one (21) years or older.
- Able to pass background check and drug screening.
- Able to maintain strict confidentiality.
- Must fully meet the licensing requirements of the White Earth Medical Cannabis Control Board and be licensed to dispense medical cannabis according to the rules and regulations promulgated by the White Earth Medical Cannabis Control Board, in accordance with the White Earth Medicinal Cannabis Code.
- EEO with Native American Preference.

- A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment. Background Checks performed.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear and taste or smell. The employee is frequently required to sit. The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee may occasionally be exposed to wet and/or humid conditions and risk of radiation. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

I have reviewed the details of this job description and acknowledge that I understand the essential job functions and competencies required to hold this position.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date