**Finance Manager**

Job Description

**Job Summary:**

The Finance Manager provides and interprets the organizations financial reports and accounting to the Tribal Administrator while managing financial transactions involving all Tribal accounts, grants, and contracts. This position performs comprehensive analysis to ensure the financial health of the organization to promote success and growth. This individual is responsible for establishing and maintaining clean and organized financial systems.

**Reporting Relationship and Classification:**

The Finance Manager is directly supervised by the Tribal Administrator. This is a permanent, full-time, exempt, non-supervisory position.

**Duties and Responsibilities:**

* Works collaboratively with the Tribe’s outsourced financial manager
* Produce and provide financial reports to the Tribal Administrator and Program Managers as requested
* Manages day-to-day accounting and payroll functions
* Monitors fiscal compliance with federal and state grant requirements
* Reviews, prepares, and recommends accounting procedures to the Tribal Administrator for Tribal Council approval
* Assists the Grants & Program Manager and related partners in grant requirements related to finances
* Assists the Grants & Program Manager in generating required financial reports for each grant and contract
* Identifies and reports problem areas in the Tribes fiscal condition and recommend solutions to the Tribal Administrator
* Produces financial reports upon request for inclusion in Tribal Council meeting packet as requested by the Tribal Administrator
* Produces and provides quarterly budget vs actuals to the Tribal Administrator and Grants & Program Manager
* Monitor and maintain monthly indirect expenses for all budgets
* Assists Tribal Administrator and Grants & Program Manager in annual budget development
* Process accounts payable and receivable on a bi-weekly basis
* Prepares quarterly and annual tax reports for payroll and accounts payable such as the 941, Quarterly State ESC, 940, W-2s, W-3, 1099’s and 1096.
* Performs monthly reconciliation of bank and credit card accounts
* Maintain strict confidentiality in all matters
* Maintain organized filing system for all grants, contracts, and accounts
* Maintains vendor account files
* Participates and provides all requested financial information for the annual audit
* Other duties as may be assigned

**Minimum Requirements**

* Associate Degree (A.A.) or equivalent preferred or two to five years related experience or equivalent combination of education and experience in accounting
* Ability to respond to common inquiries from Tribal Administrator, Council, staff, Finance Committee, state and federal agencies or members of the business community
* Individual must convey excellent people skills, be a team player with the ability to work independently
* Must be sensitive to community cultural values and knowledgeable of Kodiak’s native community
* Must be willing to travel for training opportunities and/or conferences
* Proficient in Microsoft Excel and advanced skills in Quickbooks is preferred
* Must be able to work a flexible schedule that varies according to organization needs
* Individual must have excellent oral and written communication skills
* Must be a high school graduate or equivalent, be 21 years of age or older and have a valid driver’s license with a clean driving record
* Individual must work well under pressure to meet multiple and sometimes competing deadlines
* Individual shall always demonstrate cooperative behavior with colleagues, supervisors, membership, and Council
* Preference is given to qualified NVA Tribal Member or descendent

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