



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Finance Director

Team: Administration
Reports to: Executive Director
FLSA Status: Exempt from overtime

Salary Range: DOE
Schedule: Fulltime, regular 40 hrs.
Last Revised: May 2022

This position is responsible for the financial management of all aspects of the Native Village of Eyak's operations. This position exercises wide latitude in determining objectives and approaches to critical assignments.

Supervisory Responsibilities:

- Supervise, recruit, and develop accounting department staff.

Duties/Responsibilities:

- Develops, recommends, and implements solid financial policies and procedures.
- Financial planning, organization wide and long-range budgeting.
- Participate with the management team in contract and funding negotiations.
- Organization cash flow management.
- Maintains accounting systems accurately, including initiating and completing journal entries, balancing inter-fund exchange accounts, and preparing trial balances.
- Maintains accounting software programs.
- Develop and maintain financial, regulatory and management reporting systems including consolidation and integration of subsidiary operations into NVE accounting system.
- Ensure internal control procedures are in place and operating.
- Collection of cash due from operations, contracts, and grants.
- Ensure contract compliance in technical and finance areas.
- Set and keep work schedule for all finance and accounting deadlines and activities.
- Attends Council and staff meetings.
- Attends and prepares materials for finance committee meetings.
- Attends local and statewide meetings of importance to the financial viability of NVE.
- Work with Executive Director to establish budgets.
- Prepare annual indirect cost proposal and negotiate rate.
- Preparation of audit work papers and financial statements for annual audit.

Required Skills/Abilities:

- Ability to set reporting and work schedule and work to meet external and internal deadlines.
- Proficient in accounting and applied math skills.
- Attention to detail and ability to be accurate is necessary.



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

- Must be honest and have professional integrity, must be able to communicate difficult information comfortably and accurately to coworkers, Executive Director, and the Tribal Council.
- Excellent computer and technical skills.
- Excellent interpersonal communication skills, both oral and in writing.
- Ability to work in a team setting and to develop and train staff.

Education and Experience:

- Bachelor's degree in accounting
- Certified Public Accountant preferred
- Three years' experience in supervisory role in regulatory reporting for Federal Contracts or two years' experience in supervisory role in tax accounting in public accounting
- Two years' experience with contract negotiations

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Due to the varied nature of working for a Tribal Government, exposure to inclement outdoor environment and physically strenuous work may occur.
- *Regularly manipulate a variety of data via verbal, written and electronic media and related equipment to complete all aspects of the Finance Director job duties.*
- *Regularly use mental, oral, and written methods of creating complex material using high level cognitive functions, or otherwise create and communicate NVE policies, procedures, goals, and objectives.*
- *Typically move about and lift to 25 lbs. to coordinate work.*
- *Constantly use memory or otherwise access mental information pertinent to work.*
- *Regularly be able to sit and stand for extended periods of time to complete work and attend meetings.*
- *Regularly be able to walk, bend, crouch and otherwise twist to supervise work.*

Disclaimer

NVE Traditional Council has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date