



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

Budget & Financial Analyst

Department: Finance
Reports To: Finance Director
Status: Exempt

Salary: Competitive DOE
Schedule: Full-Time
Last Revised: September 2023

Job Summary

The **Budget and Financial Analyst**, under the supervision of the Finance Director, monitors and maintains approved program budgets. Analyzes and communicates variances to program managers and directors and provides other general budget support. Provides support for accounts payable, accounts receivable, and other accounting functions including payroll as needed.

Essential Functions

1. Works with program managers in financial matters with focus on added value services on grant and contract management, benchmarking, variance analysis, and forecasting. The position is responsible for financial reporting and compliance.
2. Analyze monthly financial data to communicate to program managers and directors on potential risks and opportunities.
3. Responsible for timely and accurate submission of month-end indirect cost calculations, grant revenue and expenses reconciliation, and enters all necessary adjustments. Reviews staff accountant's journal entries. Reviews and posts the Encumbrances and A/P Sessions.
4. Responsible for all budget entries and keeping all grant budgets current.
5. Prepares monthly tribal funds financial analysis.
6. Analyzes operational systems, prepares recommendations for accurately tracking labor distributions.
7. Works with departments on annual physical inventory of fixed assets and maintains schedule for quarterly depreciation entries.
8. Works with the Finance Director to execute and communicate Tribal Council and Executive Director's initiatives to relevant departments and staff.
9. Prepares documentation and narratives for annual budget in timely fashion to the Finance Director.
10. Works with HR to maintain all insurance policies current. Responsible for accurately allocating insurance costs to programs.
11. Works with the Controller in assisting the Finance Director with external audit.
12. Provides financial analytics, including financial oversight of PL93-638 compact funding sources.
13. Must be fully trained in all payroll functions or willing to be trained after hiring and able to perform payroll duties as needed.
14. Performs other duties as assigned by the Finance Director.
15. Maintain professional and technical acumen through continuing education such as attending workshops and reviewing publications.



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16. Ensures compliance with Tribal policies and ordinances, and applicable federal and state laws and regulations.

The above job description is to highlight the essential functions of the position; however, it is not an all-inclusive list. The incumbent may be called upon and required to follow or perform other duties and tasks requested by his/her supervisor, consistent with the purpose of the position, the finance department, and the Native Village of Eyak's objectives.

Qualifications

Education & Work Experience:

Bachelor's degree in accounting or finance and minimum of five years of experience in nonprofit or governmental accounting. Additional years of experience in a related field may be substituted for the degree requirement.

System Experience:

Well-versed with Microsoft Office applications, including Word, Excel, and Outlook. Minimum two years of progressive experience in any ERP (Enterprise Resource Planning) system including budget and forecasting.

Communication:

Ability to communicate clearly and effectively.
Must work well in an environment that is mission driven and promotes training, learning, and team building.

Preferred:

Experience with Abila MIP Accounting Software.
Tribal Government Operations.
Post-award grant management (financial reporting and funds drawdown) experience.
Healthcare finance experience (FQHC & IHS experience).