

**Sitka Tribe of Alaska**  
**Job Description**  
**Finance Director**

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<b>Exempt:</b>	Yes	<b>Grade:</b>	13
<b>Department:</b>	Admin/Finance	<b>Hours:</b>	8:00a.m. -4:30p.m.
<b>Reports to:</b>	General Manager	<b>Effective Date:</b>	February 1, 2020

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## **I. SUMMARY**

The Finance Director is responsible for planning, organizing, directing, and coordinating the complete financial function for Sitka Tribe of Alaska. The Director supervises the Controller position and in the absence of that position, supervises all finance staff. Department management requires that the Director work closely with finance staff to provide accounting services to the Council and departments within STA. To successfully execute the job, must adequately perform all duties and responsibilities below.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Supervision and Authority**

- Supervises Controller and in the absence of that position, all employees in the Finance Department
- Responsible for planning and directing regular staff meetings of the Finance Department; addressing problems, concerns, workload, priorities, weekly assignments/duties, To Do lists, etc.
- Supervising staff also includes conducting regular evaluations and ensuring that the STA Employee Handbook and other policies and procedures are followed.
- Coordinate with staff to ensure that appropriate training, as opportunities and funding for such are available, is pursued by staff

### **B. General Responsibilities**

- Plans, organizes, directs, supervises, and is responsible for all the activities of the Finance Department: accounting system, accounting software, budget, fixed assets, general ledger, customer billing, collection, and payroll
- Approves and authorizes the recording of fixed assets: transfers, additions and deletions.
- Approves and authorizes the recording of General Ledger activities
- Responsible for maintaining and controlling the STA Chart of Accounts
- Provides cash flow management and the investment of all funds
- Develops, implements, monitors, and maintains internal controls
- Oversees disbursement of all funds
- Oversees the preparation of the monthly financial statements and the Annual Financial Report
- Oversees the annual audit preparation and timelines
- Advises the General Manager and Tribal Council on all financial matters for STA
- Recommends debt levels and debt service procedure and oversees all borrowing

- Develops, implements, monitors, and ensures all financial policies, procedures, and guidelines are complied with, including necessary ordinances
- Coordinates the preparation of the Annual Budget, monitoring, and advising on departmental budget to actual performance
- Oversees the financial administration of grants
- Responsible for overseeing all insurance policies for the Tribe, including but not limited to: Health, General Liability, Auto, Property, Workers Compensation, etc. Serves as single point of contact with insurance companies
- Assists GM in conducting long-range financial planning and budgeting
- Attends trainings as approved to maintain a current understanding of governmental financial reporting requirements, Indirect Cost Proposal preparation, Self-Governance and Single Audit requirements

### **C. Committee Responsibilities**

- Serves as a committee member on STA Committees as required by ordinance and at the request of the GM
- Provides staff support/coordination of the Finance Committee. Draft agendas, minutes, forward recommendations from the Committees to Administration to include in the packet for Council in a timely manner

### **D. Meetings, STA Reporting and Professional Conduct**

- Keeps General Manager informed concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems
- Maintains close communication with General Manager on a regular basis and participates in meetings as requested by the General Manager – including but not limited to: Individual meeting with GM, department director meetings, monthly Tribal Council meeting, monthly finance meetings with Directors and the GM, Council strategic planning retreats, etc.
- Meets monthly with Department Directors and Accountant to review compact and grant budgets; schedules quarterly financial meetings with Director, Finance staff, Administrative Services Director, and General Manager for a comprehensive budget review regarding spending in each quarter; in collaboration with Accountant, assures requests for changes are entered into the accounting system on a monthly basis
- Meets with Directors, GM, and Controller quarterly, prior to the Finance Committee review to review quarterly financials; prepares quarterly finance recommendations with the General Manager
- Attends STA all staff meetings
- Participates and requires department participation in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month activities (parade), and other all-staff events that arise throughout the year
- Prepares monthly reports of activities and any items assigned to prepare by the General Manager for inclusion in the Tribal Council regular meeting packet; receives, reviews/edits, and

routes monthly reports from Finance staff to the Council clerk for inclusion into the Council's monthly meeting packet

- Prepares Annual financial report to Tribal Citizens/Council to be included the Annual Report
- Responds to questions or requests for information in a professional, courteous, and timely manner
- Maintains confidentiality of all financial information/personnel information
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

### **III. MINIMUM REQUIREMENTS**

#### **A. Education**

- Graduation from an accredited college or university with a bachelor's degree in accounting or closely related business field and five years of work experience in governmental accounting using fund accounting

#### **B. Experience**

- Five years of experience supervising staff
- Previous experience in negotiating an indirect cost rate agreement with the BIA Interior Business Center
- Previous experience negotiating a BIA contract or compact

#### **C. Additional Requirements**

#### **D. Knowledge, Skills and Abilities:**

- Knowledge of MIP Fund Accounting
- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting and Auditing Financial Reporting (GAAFR)
- Comprehensive knowledge of financial office procedures and practices
- Excellent written and oral communication skills. Ability to communicate well with others, both orally and/or in writing, using both technical and non-technical language
- Ability to build and communicate complex financial reports, records and analyze financial data
- Ability to balance competing priorities to achieve goals and work under pressure
- Ability to handle confidential employee and administrative information with tact and discretion
- Ability to work independently with minimal guidance, take initiative and work as a team player

### **IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- CPA Preferred
- Nonprofit, philanthropic, or tribal work experience preferred

- Understanding of the Native Community in Sitka

## **V. PREFERENCE**

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

## **VI. ADDITIONAL**

### **A. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense,
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence,
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness,
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

### **B. Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.