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

Native Village of Eyak Finance Director

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

Salary Range: DOE
Schedule: fulltime, regular 40 hrs per week
Last Revised: March, 2011

This position is responsible for the financial management of all aspects of the Native Village of Eyak's operations. The finance director shall perform the following:

- *Insure Compliance with all internal and regulatory financial reporting requirements.*
- *Insure compliance with contract obligations regarding finance and reporting.*
- *Insure internal controls are in place and financial assets are safeguarded.*
- *Insure adequate Financial Systems are in place.*
- *Insure Adequate Funds in place for operations.*

This position exercises wide latitude in determining objectives and approaches to critical assignments

Responsibilities/Duties:

- 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
- Develop and Maintain Financial, Regulatory and Management Reporting Systems including consolidation and integration of subsidiary operations into NVE accounting system.
- Supervise recruit and develop accounting department staff
- Insure internal control procedures are in place and operating
- Collection of cash due from operations, contracts and grants
- Insure 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

Experience Requirement:

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

Education Requirements:

Bachelors degree in Accounting
Certified Public Accountant Preferred

Competencies (Knowledge, Skills and 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 necessary
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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions for this job. Work is typically done in an office environment. Due to the varied nature of working for a Tribal Government, exposure to inclement outdoor environment and physically strenuous work may occur. Some exposure to infectious pathogens may occur.

PERFORMANCE STANDARD *(This position requires the incumbent to):*

- Regularly manipulate a variety of data via verbal, written and electronic media and related equipment to complete all aspects of the executive 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 up 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

Nothing in this job description restricts NVE Traditional Council's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature Date

Supervisor Signature Date

Team Leader Signature Date