

InterTribal Buffalo Council

Position Description: FISCAL DIRECTOR

CLASSIFICATION: Professional-Exempt

POSITION DESCRIPTION:

The Fiscal Director is responsible for the financial management of the Organization. Working closely with the Executive Director to ensure that the financial management of the organization is closely maintained and monitored as required by the Board of Directors, the ITBC financial policies, and federal laws and regulations. The Fiscal Director will report directly to the Executive Director.

PRIMARY RESPONSIBILITIES:

- Oversee and manage the Finance Department, including supervisory management of Finance Department staff.
- Perform Indian Self-Determination Act contract and other federal grant management. This includes generating and reporting all required federal reports to granting agencies including but not limited to reports, such as SF425, SF269, SF270 and/or SF272 forms as required by each granting agency within the required guidelines.
- Ensure prompt ITBC contract/grant drawdown requests.
- Process and manage purchase orders in accordance with the ITBC financial policies.
- Manage accounts payable including but not limited to entering and processing of invoices and all approved payables.
- Manage and process travel for all staff, Board of Directors, the Membership and all others. This includes lodging, per diem, and other expenditures. Ensure all required documentation for travel authorization and travel reconciliations are fully completed.
- Process and manage payroll including timesheets; maintain payroll files in the accounting software system, ensure timely payroll processing of employee wages, federal and/or state taxes, and any other required payroll expenditures that are to be paid out directly by the Organization.
- Review all tax reports provided to the IRS as prepared by the Finance Department. These include 941, SD Unemployment, W-2's, 1099's and other required governmental reports. Ensure timely filing of these reports.
- Process monthly bank reconciliations and submit to the Executive Director and Treasurer for review and approval.
- Assist with all organizational budgets and works with the Executive Director on all matters involving the budgets and financial position of the Organization.
- Assist in preparation of IDC proposals
- Prepare journal entries; allocation of expenditures.
- Oversee audit preparation and assist with year-end financial statements.
- Perform sub-recipient monitoring.
- Assist, develop, and maintain policies and procedures that will ensure that the assets of the Organization are protected and managed in accordance with the Financial Policies and Procedures.
- Provide accurate financial information to the Executive Director, Department Heads, and/or Project Directors, to ensure effective administration and management of grants.
- Produce an accurate monthly financial report to distribute to the Board of Directors and the Executive Director.

- Coordinate and work cooperatively with the Treasurer of the Organization to ensure that individual is knowledgeable of all ITBC financial matters.
- Manage employee benefits program.
- Maintain adequate insurance coverage for the Organization.
- Assist with preparation of budgets for grant proposals as directed by the Executive Director.
- Review tasks completed by a designated employee and/or department to maintain and update asset and inventory record keeping. Reports all discrepancies to the Executive Director.
- Travel will be required at a minimum of 2 to 3 times per year.
- **Other duties as assigned.**

EDUCATION AND SKILLS REQUIREMENTS

BA degree in Business Administration or Accounting and a minimum of five years experience working with federally funded organizations, ideally with Native American Tribes.

Fund accounting, 638 contract management experience, as well as other federal grant management experience preferred. Familiarity with Uniform Guidance; GASB and GAAP experience preferred.

Computer skills required and must be proficient and well versed in applications of Microsoft Word, Excel and Power Point. Cyma Accounting Software experience would be helpful or similar accounting software experience.

SUPERVISED BY:

Reports directly to the Executive Director.

SALARY:

Exempt Position. Salary dependent upon experience, with a base of \$55,000 yearly. Benefits include employee health insurance, Paid Time Off, and retirement contributions.

****InterTribal Buffalo Council is an equal opportunity employer. The Organization does not discriminate by race, color, creed, national origin, age, religion, sex, marital status, sexual orientation, or disability, although the Organization provides an Indian preference for employment.*