



Fiscal Manager Position Announcement

Position: Fiscal Manager

Reports to: Executive Director

Status: Full-time (1.0 FTE, Exempt, Permanent); option for part-time

Location: Portland, Oregon, with opportunities for remote work or part-time

Compensation: \$75,000 - \$95,000

Closing Date: May 19, 2023

About ATNI:

Affiliated Tribes of Northwest Indians (ATNI) is a non-profit organization chartered under the State of Oregon. Incorporated in 1953, ATNI is dedicated to tribal sovereignty and self-determination, representing nearly 60 Tribal governments in the greater Northwest, including Alaska, California, Idaho, Montana, Oregon, and Washington. To learn more about ATNI, visit www.atntribes.org.

Position Overview

ATNI is recruiting for a Fiscal Manager. This position is responsible for all aspects of the financial functions of ATNI, in collaboration with the Executive Director and in support of the organization's strategic plan. The current operating budget is \$2 million. This is a "hands-on" position.

Position Roles and Responsibilities

Accounting and Internal Controls (50%):

- Work with the Executive Director and other members of the team to co-create, maintain, and consistently implement standardized policies and procedures
- Oversee and maintain all accounts, ledgers, and financial reporting systems in accordance with generally accepted accounting standards and compliance with regulatory requirements
- Prepare monthly and year-end reconciliations, journal entries, and supporting documentation in a timely and accurate manner
- Design, implement, and maintain internal controls in the scope of your expertise
- Develop and monitor investments, cash position, and financial statements
- Manage the preparation of contracts and ensure ongoing compliance
- Prepare payables and check run on a biweekly basis
- Oversee third-party payroll processing and reporting and appropriate vendor contracts
- Assist with developing, monitoring, reporting, and forecasting on budgets
- Deliver consistent training and onboarding of team members as it relates to your role

Reporting and Regulatory Requirements (40%):

- Coordinate annual audit and partner with CPA firm to prepare annual info returns or A133 single audits
- Prepare and file financial reports for regulatory agencies and funding organizations
- Prepare all financial reports and analyses as requested, including maintaining compliance within your scope regarding grant applications, reporting, and net assets
- Prepare written and verbal detailed financial reports for the ATNI Board for each of the three conventions annually
- Assist ATNI team members in the financial administration and management of grants and deliverables, including limited support with planning and forecasting

Other (10%):

- Perform a variety of other accounting duties and operational support duties
- Assist with whole team initiatives such as conference planning and management
- Provide supportive services within your expertise to member Tribes as appropriate
- Perform other duties as assigned to accomplish the objectives of the role and organization

Qualifications

Position Requirements

- A Bachelor's degree in accounting, business, or finance from an accredited college
- Five or more years of experience in financial management, including experience with the "hands-on" entry of accounting information
- The position requires knowledge of GAAP and best practices in nonprofit financing, including accounting by funding stream e.g. grants, contracts
- Experience with nonprofit accounting and financial grant management
- Mastery of Excel, Word, PowerPoint, Gmail, Sheets, Forms, Docs, Survey Monkey, and Zoom
- Previous experience working for a federally-recognized Indian Tribe or an inter-tribal consortium is *preferred but not required*

Professional Attributes

- General knowledge of Pacific Northwest based Tribes and a working understanding of Tribal governments, cultures, customs, and histories
- Promotes a culture of respect, inclusion, and appreciation of diverse perspectives, backgrounds, and values, including respect for those with beliefs different from your own
- Exhibits professionalism
- Strategic thinker
- Accepts and provides feedback
- Exhibits curiosity, intentionality, and proactivity
- Effective problem-solver; anticipates roadblocks and mitigates them
- Excellent communicator
- Solution-oriented with a learning mindset

- Takes initiative
- Is a team player and finds joy in the simple act of helping others

Other Information

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.

Work Conditions

This position is budgeted as a regular, full-time exempt position based at ATNI's Portland office. There is flexibility to reduce to a 0.5 - 0.75 role depending on the needs of the organization and the successful candidate. Working hours are Monday through Friday. This position will work occasional weekends and evenings. Regular lifting of up to 5-10 pounds is expected. Must be able to maintain a good attendance record and regular communication, and be accessible and accountable to your colleagues. Employment is dependent upon the successful completion of a background check.

Travel

Regular travel throughout ATNI's territory (Oregon, Washington, Idaho, Western Montana, Northern California, Nevada, and Southeastern Alaska) frequently. Travel for this position is estimated 10% of the time. Employees receive mileage reimbursement and per diem allowances while traveling.

Benefits

Benefits include access to 100% employee-only employer-paid medical, paid holidays, paid vacation, and a 401(k) retirement option with employer match.

To Apply

To apply, please submit the following to humanresources@atntribes.org by May 19, 2023. Please put "Fiscal Manager" in the subject line.

- A cover letter that addresses the position requirements and presents any other characteristics that you would like to highlight for consideration
- Current resume

To apply by mail, please send materials postmarked by May 19, 2023 to:

- PO Box 66209, Portland, OR, 97290.

The anticipated start date for this position will be in June 2023.