



**AMERICAN INDIAN COUNCIL
OF MARIPOSA COUNTY**

SOUTHERN SIERRA MIWUK NATION
P.O. Box 186 · Mariposa, California 95338
SouthernSierraMiwukNation.org

Chairperson
Sandra Chapman

Vice Chairperson
Waylon Coats

Secretary
Tara Fouch-Moore

Treasurer
Michelle Boswell

Director At Large
Acacia Coats

FINANCE MANAGER

Job Title:	Finance Manager	Position Type:	Part Time (20 hours/week)
Location:	SSMN/AICMC Tribal Office 4630 Ben Hur Rd, Mariposa	Compensation:	\$35.00 per hour

**This position has potential to expand to full-time dependent on the expansion of fundraising and grant funded income.*

Application Accepted By:
<p>Email Resume and Cover Letter to: ssmiwuknation@gmail.com Subject Line: "Finance Manager"</p> <p>*OR*</p> <p>Drop off Resume and Cover Letter in person at: Miwumati Healing Center 4629 Hwy 49S, Mariposa, CA 95338 Mon-Thurs 8am-4pm</p>

Southern Sierra Miwuk Nation (SSMN) is seeking an accomplished individual to serve as Finance Manager for the tribe's 501(c)3 non-profit American Indian Council of Mariposa County (AICMC). The ideal candidate will have experience running financial operations in the nonprofit sector, including finance/accounting/grants management experience. The Finance Manager will have overall managerial responsibility for AICMC accounting and budgeting. The Finance Manager will work collaboratively with the Miwumati Operations Manager in regard to Health & Social Services budgets, as well as culturally responsive grant funded program budgets. The Finance Manager will work under the supervision of the SSMN/AICMC Tribal Council to develop organizational budgets to achieve the goals and outcomes outlined in the mission statement and strategic plan. Candidates must have proven experience managing the financial and accounting departments for a similar nonprofit, tribal organization, health and human services agency, or in the behavioral health sector. The Finance Manager is responsible for oversight of all fiscal matters of the AICMC with an annual operating income of \$250,000.

Serving under the direction of the Tribal Council Chair, the Finance Manager manages and directs the organization's financial planning and accounting practices as well as its relationship with institutions, the financial community, government agencies, and grant funding sources. The Finance Manager has responsibility over a variety of areas including internal control processes and procedures, treasury & investments, risk management & insurance, information technology and digital transformation, asset management, budgets & forecasting, audits, tax reporting & compliance, financial analysis & reporting and will actively participate in strategic & operational planning and implementation. The Finance Manager will carry out all executive duties and responsibilities which are listed in the full position description below.

KEY RESPONSIBILITIES:

- Actively manage the day-to-day accounting and financial operations of the nonprofit.
- Develop budgets for the organization as a whole, individual programs and new/proposed/expanded services, including the preparation of budget revisions as needed.
- Prepare, analyze and present monthly financial reports for the organization, its programs, and activities.
- Report on financial results and issues to the Miwuk Tribal Council/AICMC Board
- Oversee and review the preparation of all program financial reporting required for funding sources.
- Manage the Billing, Accounts Receivable and Accounts payables functions and the future integration of billing information for Medical.
- Oversee the organization's banking activities and actively manage cash flow to ensure it meets organizational needs.
- Manage accounting control systems and internal audits ensuring the accurate and timely production of accounting information and financial reports.
- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures needed to maintain compliance while maximizing operational and financial results.
- Manage the agency's liability insurance, including ongoing risk analysis.
- Research, Review and Implement employee benefit programs, seeking approaches to lower costs where possible and consistent with required quality levels.
- Serve as the organization's primary liaison with an independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- General accounting and financial reporting procedures in accordance with the State of California, GAAP, OMB A-133.
- Familiar with State of California contracts/grants budgeting/reporting procedures and requirements.
- Payroll reporting and processing of payroll taxes.
- General office software, particularly Microsoft Office Suite, and accounting software.
- Nonprofit Multi-Fund Accounting practices
- Training in Human Resources related laws, regulations and practices is a plus.
- Knowledge of employee benefit packages for possible implementation is a plus.

Ability To:

- Manage and oversee all aspects of the financial/accounting management function.
- Create, analyze and report on financial statements and budgets.
- Analyze and solve problems effectively and efficiently.
- Work well with, and be responsive to the needs of, internal and external clients, including the Tribal Council/AICMC Board, funding sources, other provider organizations and AICMC employees.
- Manage priorities effectively to meet deadlines and demonstrate multi-tasking skills.
- Foster and cultivate business opportunities and partnerships.
- Must possess strong communication skills, with a commitment to clear and honest communication.
- Must respect cultural and human diversity; must be willing to maintain professional relationships with intertribal and non-native partners

Education & Experience:

- Undergraduate degree from an accredited college or university preferred.
- Managerial experience with non-profit social service and/or health care agencies providing services under contract with the State of California a plus.
- Certified Public Accountant

Other:

- Must be highly ethical with a high level of integrity; self motivated; dependable and reliable; detailed oriented ; of strong moral character with supporting professional references
- Must be able to meet routine office physical demands including climbing stairs, carrying up to 20 pound objects and possessing the dexterity and vision to operate office computers and equipment.
- Must possess a valid driver's license.

AICMC is a Drug and Alcohol Free Workplace.