



FINANCE MANAGER

Department of Natural Resources

REPORTS TO: DNR Director/Deputy

SALARY RANGE: DOE

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

The Finance Manager's primary responsibility is to ensure that the Department of Natural Resources is in compliance with all accounting and financial reporting requirements as required by tribal, state, governmental, etc. funding. The Finance Manager will perform a variety of administrative tasks ranging from overseeing staff, performing general routine clerical duties, demonstrate skills in contract/grant compliance monitoring, budgeting, purchasing, procurement, and project timelines, to working with the Department Director on more complex and technical financial and investment responsibilities.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Maintains financial systems, procedures and methods for record keeping, expenditures and accounts reporting in accordance with the approved Hopi Tribe's Financial Policies and Procedures Manual.
2. Maintains compliance with internal controls for Accounts Receivable, Accounts Payable, and bank account reconciliations.
3. Implements methods to accommodate for secure financial transactions in partnership with the Tribal Treasurer.
4. Ensures accuracy of codes and changes for encumbrances and disbursements for DNR accounts.
5. Prepares and submits deposits for Investment account and grants/contracts in accordance with the Tribe's financial Policies and Procedures manual.
6. Interacts with vendors, outside agencies and customers to answer and resolve account and billing questions.
7. Prepares and presents financial reports to the Supervisor and BOT on a quarterly basis.
8. Manages a record of capital items.
9. Processes a year end (fiscal cycle) reports.
10. Maintains all records and transactions for the Investment Account. This includes but is not limited to account reconciliation, tracking changes, reporting of incoming and outgoing monies, records, tracks and reconciles unrealized/realized gains, etc.
11. Analyzes Investment Income for the year to determine the allocation of the Pasture, Range, Forage Fund financial resources resulting in a budget proposal.
12. Interprets monthly investment account statements and reports summary to DNR staff and committees and Executive leadership.
13. Serves as DNR's primary administrative support in the management of the Hopi Tribe's Pasture, Range, Forage Fund in conjunction with the Tribal Treasurer and Investment Managers.
14. Works with DNR and staff to develop the annual budget and presentation Budget Oversight Committees and Federal Agencies.
15. Prepares reports on financial activities and status of each account line item.
16. Provides a quarterly update on current budget expenditures and modifications to the Director, Finance Department and Agencies.
17. Provides a monthly update on current budget for Staff.
18. Assist staff in the development of grant application budgets.
19. Ensures point of contact, records and documents are updated after any change in Administration.
20. Coordinates the solicitation of Request For Proposals (RFP) for construction projects managed by DNR
21. Research, organize and draft administrative correspondence.
22. Provides research, guidance and consultation to DNR and tribal staff on administrative and financial matters.
23. Monitors & tracks payments due to DNR.
24. Evaluates and monitors all contracts.

25. Update and maintain administrative, archival and personnel files for DNR
26. Coordinate all logistical aspects of meetings conducted by DNR.
27. Serve as custodian of official meeting minutes for all DNR Committees.
28. Maintains and coordinates inventory of vehicles, Equipment, supplies, etc.
29. Serves as primary administrative DNR support to the Hopi Tribe's Finance Office.
30. Provides assistance to Tribal Treasurer in the development of financial reports for Department Director, BOT, and Tribal Council.
31. Assist with public relations and special events activities such as community outreach, presentations, promotional events and meeting attendance.
32. Responsible for the supervision, training and evaluation of clerical staff who will support the fulfillment of the Finance Manager responsibilities and duties.
33. Supervises staff in the development and review of RFP's as required by the Financial Policies and Procedures Manual.
34. Trains staff in financial and audit procedures.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Business Administration, Accounting or other related field.

AND

Experience: Three (3) year's work experience in office administration with experience in accounting/bookkeeping.

OR

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

KNOWLEDGE AND SKILLS AND ABILITIES

- Knowledge of Financial and Investment terminology and application.
- Knowledge of the use of personal computer and the following programs to perform duties effectively; AccuFund, Work, Excel, Access and other applicable software.
- Knowledge of accounting principles, terms and practices.
- Knowledge of data gathering and data management techniques such as library/internet research or files analysis, to obtain technical and administrative materials for DNR use.
- Knowledge of the Hopi language, culture, history and protocols.
- Ability to follow through on oral and written instructions.
- Ability to work independently on multiple project deadlines, as well as collaboratively in a small office as a team player.
- Ability to demonstrate effective verbal and written communication skills, including public speaking skills to represent DNR to multiple constituencies and the general public.
- Excellent analytical and problem-solving skills.
- Exceptional organizational skills with the ability to prioritize multiple activities and responsibilities to meet program deadlines in a timely manner.

NECESSARY REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
3. Must complete and pass the pre-employment screening.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.