



## Position Description

### Position Title: Manager of Finance & Accounting

Date: April 2023

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of our nation's Tribal Colleges and Universities (TCUs). AIHEC provides leadership and influences public policy on American Indian and Alaska Native higher education issues through advocacy, research, and programmatic initiatives; promotes and strengthens Indigenous languages, cultures, communities, lands, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

#### Summary

The incumbent will be an experienced accountant with 7+ years of experience. Successful candidate will be consistently accurate, well-organized, , pro-active, and possess excellent computer and communication skills; able to work independently in a fast-paced environment to support the organization's financial budgeting, reporting, and operations.

#### Essential Functions:

- Write/create reports in Great Plans Management Report Writer
- Review reports for accuracy
- Read, Interpret, analyze, and forecast financial reports, and provide updates and solutions, where necessary, to VP Finance & Administration
- Reconcile General Ledger
- Reconcile Payroll
- Enter and post journal entries in Great Plains
- Reconcile bank and investment statements
- Prepare grant invoices and drawdown funds
- Prepare Federal Financial Reports
- Create monthly, quarterly, and year-end financial statements in Great Plans Management Report Writer
- Process/Review weekly Accounts Payable
- Assist with preparation of budgets
- Lead contact and preparer for A-133 and UG audit
- Monitor budgets, financial reports for spending trends - shortfalls, overspending
- Prepare and review, with high degree of confidence, quarterly program financials w/executive management and program staff
- Assist with special projects and other tasks as assigned.

#### Required Education, Experience and Attributes (minimum requirements):

- Bachelor's degree in accounting required, CPA preferred
- Experience with Great Plains Software and Great Plains Report Writer
- Non-profit and managerial experience
- Knowledge of GAAP, accounting principles and analytical processes
- General accounting knowledge – General Ledger, Fixed Assets, Financial Reporting, Financial Analysis, and CFR 200, and Indirect rate and negotiations
- Experience preparing SF425s, 424 and 270 Reports, and other Government standards
- Experience with OMB Circular A-110, A-122, A-133
- Experience with Federal Government Contracts and grants, and their processes
- Experience with payroll taxes and related issues
- Information Technology savvy – knowledge of Microsoft Office
- Experience with A133 and UG audits, creating and implementing auditable procedures, and 990s
- Excellent communication and interpersonal abilities; confident in presenting information to others (e.g., financial information, reports)
- Strong mathematical skills and ability to interpret financial data
- Excellent multitasker with keen organizational and prioritization skills
- Proactive, detail-oriented, and a self-starter

This position reports to the Vice President of Finance & Administration

Travel: This position does not require travel and does not work remotely

Vaccination: Pursuant to the AIHEC's COVID-19 mitigation protocols, individuals must be fully vaccinated upon commencing employment, subject to legally required exemptions (e.g., medical condition or sincerely held religious belief). Must be willing to submit to a background check. Application Information: Please send a current CV and a cover letter describing your interest, qualifications, and salary requirement for this position. Please send materials to jobs1@aihec.org with the subject line Attn: Manager of Finance & Accounting