



Hopi Education Endowment Fund Position Description Finance Manager

OVERVIEW

The Finance Manager's primary responsibility is to ensure that the Hopi Education Endowment Fund (HEEF) is in compliance with all accounting and financial reporting requirements as required by tribal, governmental, corporate and private funding. The Finance Manager will perform a variety of administrative tasks ranging from overseeing staff performing general routine clerical duties to working with the Executive Director (ED) on more complex and technical financial and investment responsibilities.

DUTIES AND RESPONSIBILITIES

Accounting

- Maintains financial systems, procedures and methods for record keeping, expenditures and accounts reporting in accordance with the approved HEEF Financial Policies and Procedures Manual.
- Accounts Payable (A/P)- Prepares checks, reviews and maintains invoices, records all expenses and allocates expenditure to cost center and expense line items.
- Accounts Receivable (A/R)- Prepares deposits, transfers, allocates to correct cost centers, etc.
- Maintains compliance with internal controls for A/R, A/P and bank account reconciliations.
- Implements methods to accommodate for secure on-line financial transactions.
- Ensures accuracy of codes and changes for encumbrances and disbursements for all HEEF accounts
- Prepares and submits deposits for Investment and Checking accounts in accordance with the HEEF Financial Policies and Procedures manual.

- Monitors receipts and expenditure of Petty cash
- Interacts with vendors, outside agencies and customers to answer and resolve account and billing questions.
- Prepares and presents financial reports to the Executive Committee (EC) at minimum on a quarterly and annual basis
- Maintains and prepares final fundraising reports for HEEF events.
- Manages all Capital items.
- Processes year end 1099s and distributes W-2s

Investments

- 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.
- Analyzes Investment Income for the year to determine the allocation of HEEF financial resources (e.g. grants and scholarships, administration, fundraising) resulting in a budget proposal.
- Interprets monthly investment account statements and reports summary to HEEF staff and committees, specifically Finance & Investment and Executive Committee.
- Serves as primary administrative support to the ED in the management of the HEEF Investment Account/Portfolio and with HEEF Investment Managers.
- Coordinates every 5 years, a nation-wide solicitation of Request For Proposals (RFP) to obtain quotes for multi-year investment management services.

Audit

- Coordinates the solicitation of Request For Proposals (RFP) to obtain quotes for multi-year audit services.
- Provides support and is the primary HEEF liaison to the staff of the Accounting Firm contracted to conduct the annual HEEF audit.

- Ensures that the audit is presented for approval to the FIC and EC prior to the end of the fiscal year.
- Recommends changes to the Financial Policies and Procedures Manual in response to audit findings.

Budget

- Works with ED and staff to develop the annual HEEF budget for presentation to the EC.
- Prepares reports on financial activities and status of each account line item.
- Based on reports, prepares budget modifications for ED and Officer review and approval.
- Provides a quarterly update on current budget expenditures and modifications to the FIC and EC.
- Provides a monthly update on current budget for Staff.
- Assists staff in the development of grant application budgets.

Technical

- Ensure corporate documents are updated after any change in officers.
- Assists Executive Director in the development, implementation and revision of all HEEF Policies that include but are not limited to Finance, Personnel, Gift Acceptance and Investment policies and procedures.
- Researches, organizes and drafts administrative correspondence and materials for the Executive Director's use.
- Provides research, guidance and consultation to HEEF staff, board members and the general public on administrative and financial matters.
- Monitors & tracks tribal lease and performance payments due to the HEEF
- Works with appropriate entities to ensure that Tribal lease and performance payments are received by the HEEF within a timely manner.
- Develop and manages HEEF accounts for proper use of lease and performance payments.
- Evaluates and monitors all contracts.

Office Operations :

- Maintain administrative, archival and personnel files for the HEEF
- Performs routine office operating practices and procedures to ensure smooth, efficient and cost-effective office operation
- Coordinate all logistical aspects of board meetings conducted by the HEEF.
- Serve as custodian of official meeting minutes for all HEEF Committees.
- Assist with preparation of reports, correspondence, and meeting material for Board dissemination.
- Maintains and coordinates inventory of HEEF merchandise, promotional items, Equipment, supplies, etc.

Other

- Serves as primary administrative support to the Finance & Investment Committee (FIC)
- Provides assistance to HEEF Treasurer in the development of financial reports for the Executive committee and HEEF Board Member review and approval.
- Assist with public relations and special events activities such as community outreach, presentations, promotional events and meeting attendance.

Staff Supervision

- Responsible for the supervision, training and evaluation of clerical staff who will support the fulfillment of the Finance Manager responsibilities and duties.
- Supervises staff in the development and review of RFP's as required by the Financial Policies and Procedures Manual.
- Trains staff in financial and audit procedures.

Note: This job description is intended to capture the uniqueness – referring to the duties and responsibilities of the position. It is not intended to be an all-inclusive list of every task the incumbent may be asked to carry out. Other duties may be assigned from time to time that differ from the responsibilities listed.

KNOWLEDGE, SKILLS & ABILITIES

- Solid understanding and knowledge of Financial and Investment terminology and application

- Advanced knowledge of the use of personal computer and the following programs to perform duties effectively: Quickbooks, Word, Excel, Access and other applicable software
- Must have a firm understanding and experience in utilizing accounting principles, terms and practices.
- Knowledge of the principles and practices of the budgetary process.
- Knowledge of data gathering and data management techniques such as Library/internet research or files analysis, to obtain technical and administrative materials for HEEF use.
- Knowledge of financial accounting principles and practices of the HEEF as a non-profit organization.
- Excellent analytical and problem-solving skills.
- Demonstrate effective verbal and written communication skills, including public speaking skills to represent HEEF to multiple constituencies and the general public.
- Exceptional organizational skills with the ability to prioritize multiple activities and responsibilities to meet program deadlines in a timely manner.
- 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.
- Success working in partnership with non- profit board and staff of diverse personalities and talent,

MINIMUM QUALIFICATIONS

The Finance Manager should have the following minimum experience, education and qualifications:

Baccalaureate degree in Business Administration, Accounting or other related field and a minimum of three years working 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.

PERSONAL CHARACTERISTICS

- Commitment to HEEF's values mission, goals and program
- Vision and passion to serve the Hopi people that translates into action
- Independent and self-confident to act decisively on behalf of HEEF
- A team player who can inspire collaboration, demonstrate partnership and maintain flexibility and mutual respect among staff and board members
- Consistent and straightforward in effectively communicating with staff, board, donors, volunteers and general public.
- Respectful of the abilities ideas, opinions, skills, knowledge of staff and board members
- Understands the importance of and exhibits skills in Customer Service towards all members of the public.
- Demonstrate professional business attitude, appearance, demeanor
- Willingness to learn new techniques and implement ideas that will enhance the HEEF operations.

NECESSARY REQUIREMENTS

1. Possess valid Arizona driver's license
2. Upon employment complete the Hopi 3D Defensive Driving course
3. Occasional on and off Hopi reservation travel

DESIRED REQUIREMENTS

1. Speak and understand the Hopi and/or Tewa language.
2. General knowledge of Hopi/Tewa culture, government and history.

PREFERENCES

Applicants will receive consideration within the context of Hopi and Veterans preference hiring policies as stated in the Hopi Tribal Personnel Policies and Procedures handbook.

SALARY

Negotiable based on education and experience.

Approved by:

HEEF Executive Committee 12/3/19