

**GREAT LAKES INTER-TRIBAL COUNCIL
JOB DESCRIPTION**

Job Title:	Deputy Director, Finance	Department:	Finance
Location:	Central Office at Lac du Flambeau WI	FLSA Status:	Exempt
Reports To:	Executive Director	Salary Grade:	80
Status:	Full-Time/Full-Benefits	Date:	June 2015

Position Summary:

Maximizes the return on financial assets by establishing financial policies, procedures, controls and reporting systems. Ensures legal and regulatory compliance for all accounting and financial reporting functions. Oversees cost and general accounting, accounts receivable/payable, payroll and risk management. Responsibilities include the overall management and supervision of Finance Operations.

Principal Duties and Responsibilities:

1. Manages and maintains the systems and integrity of the accounting, financial reporting, and internal control systems.
2. Oversees budget expenditures ensuring expenses are within budget limitations and allocated to proper programs and according to the relevant state and federal laws and policies of the Board.
3. Ensures all grant conditions are complied with and that the entire financial operation complies with grantee policies, procedures, and standards.
4. Maintains and update all financial compliance manuals. Monitors all contracts for compliance.
5. Receives, records, deposits, and disburses the funds of the organization in accordance with board appropriations, budget and program authorization.
6. Prepares and issues financial reports to the Board of Directors reflecting cash status, cash transactions, expenditures and performance in accordance with the approved budget.
7. Ensures that comprehensive audit of the organization's accounting is conducted annually with audit reports to be issued to the Board of Directors and funding agencies.
8. Prepares budgets, budget estimates and financial reports at the request of the Executive Director or the Board of Directors.
9. Assists program directors/coordinators with budget revisions.
10. Assists program directors/coordinators with new grant proposal budgets.
11. Ensures proper filing of Form 990, GLITC tax return.

12. Develops the Indirect Cost Proposal to submit to appropriate agency and negotiates the IDC rate.
13. Retains hiring and termination authority for Finance Department as well as trains, counsels, reviews, coaches, and manages the staff of the Finance Department.

Additional Duties and Responsibilities:

1. Negotiates building rental contracts. Allocates department working space. Approves expenses within budget guidelines.
2. Involved with; the functions of the IT department; procedures and development; a secure technology information security system and current manual; the technology needs of GLITC.
3. Oversees insurance policies (building, construction, liability, bonding, etc). Maintains files of all contracts, leases and insurance policies.
4. Engages in networking activities to ensure awareness of services available.
5. Assures that all services are delivered in a culturally competent manner.
6. Participates on various committees outside and within the organization as deemed necessary and appropriate to the position and supervisor.
7. Attends all mandatory GLITC training sessions and meetings as scheduled.
8. Attends technical conferences and seminars to stay current on technological advances.
9. Performs other duties as necessary to fulfill the responsibilities of this position.

Working Relationships and Scope:

Reports directly to the Executive Director. Supervises assigned positions. Daily contact with the employees in the same department to manage the overall day-to-day operations. Frequent contact with the Executive Director, Deputy Directors and Human Resources Director to gather and provide information. Frequent contact with all GLITC employees. Ongoing contact with federal and state agencies for purposes of remaining current on various issues.

Performance Dimensions:

Supports mission of Great Lakes Inter-Tribal Council, Inc. Demonstrate a basic understanding of tribal customs, traditions, values, and beliefs. Quality, quantity, accuracy, timeliness and thoroughness of work performed; quality of communications and development of good working relationships with others internal and external to the Agency; honesty and integrity in the execution of all activities; customer satisfaction with services provided; maintain and comply with all Agency policies and procedures; reliability in reporting to work regularly and on time; soundness of business decisions made; maintain the integrity of confidential business information; stay current in field and utilize that information where

practical; overall management skills. Demonstrate a friendly and helpful approach and attitude to internal and external customers; professionalism; and commitment to the job.

Knowledge, Skills and Abilities:

Bachelor degree in business administration, accounting, or related field required. Master's Degree preferred. Prefer CPA (Certified Public Accountant) certification. Prefer three to five years of experience in business management, preferably within mid to large size organizations. Experience with a Native American Tribal organization and/or not-for-profit agency desirable. Individual must possess: excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to understand and explain technical data and information. Must be able to prepare and balance budgets; compose business reports; knowledge of labor law; payroll compliance; coach and counsel employees.

Equipment Operated:

Utilizes a PC and computer printer for word processing, spreadsheets, e-mail, Internet/Intranet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, cell phone, and other general office equipment.

Working Conditions:

Work is performed mainly in an office environment with minimal exposure to injury. Some travel for the purpose of attending training and appropriate conferences. Position requires bending and lifting up to 15-20 pounds. Regularly scheduled work hours are 8:00 AM – 4:30 PM Monday through Friday and will usually average 40 - 45 hours a week. There will be some variation in work hours due to special projects, deadlines, and other concerns.

Acknowledgement:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Received by Employee

Date