



## **JOB DESCRIPTION**

### **Fiscal Services Director**

**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Classification:** Exempt  
**Work Location** On Site  
**Wage Range:** 12/13 \$54.27-\$57.29 per hour DOQ

#### **Position Summary:**

Under the general direction of the Executive Director, the Fiscal Services Director works as part of the Agency's leadership team to ensure fiscal accountability for the funds SPIPA receives and expends. This position is responsible for the overall implementation and administration of financial services to the Agency including supervision of the accounting staff and development of fiscal procedures. This full-time position is located at the SPIPA Intertribal Professional Center (IPC) on the Squaxin Island reservation near Shelton, Washington.

#### **Job Responsibilities:**

- Leads the Agency's management team in assembling annual Agency budgets for recommendation to the Board of Directors.
- Responsible for maintaining General Ledger, including posting data to various ledger accounts, registers, journals and logs following established accounting techniques, procedures and policies to ensure integrity and accuracy of accounting system.
- Prepares annual Indirect Cost Rate Proposal.
- Assists in the development of budgets for Agency projects and approves all proposal budgets prior to submission.
- Directs technical assistance for Agency staff through cost analysis, budget monitoring and compliance with funder requirements.
- Oversees cash-flow management and investment of surplus funds, in accordance with the Board of Directors directions.
- Prepares monthly financial statements for reviewing operating results against budget; analyze and respond to issues of budget compliance.
- Develops, maintains and tests a system of internal controls to safeguard the financial assets of and minimize loss risk to the Agency including ensuring adequate purchasing policies and controls are in place so that substantiating documentation is approved and available for internal/external review or audit.
- Selects trains and supervises fiscal department staff performing accounts payable, accounts receivable, payroll, purchasing, budgeting and all general ledger functions.
- Coordinates internal and external audits and recommends compliance activities as needed.

- Directs the preparation of all financial reports, including periodic expenditure-to-budget reports, revenue/expenditure analysis reports, annual statement of activities and balance sheet and tax returns.
- Oversees business insurance plans including general liability, property and casualty, workers compensation, employee health plan and others, working collaboratively with the agency directors and Human Resources Manager.
- Updates accounting/financial disaster recovery plan.
- Other duties as assigned.

The Fiscal Services Director, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the agency's Vision, Mission, and Core Values in accordance with all Agency directives.

**Minimum Qualifications:**

- Master's Degree in Business Administration, Accounting or Finance with four years of work experience developing and managing large, complex budgets. Experience with Federal and State grants and contracts preferred; or
- Bachelor's Degree in Business Administration, Accounting or Finance and six years of related work experience developing and managing large, complex budgets. Experience with Federal and State grants and contracts preferred.
- Three years supervisory and leadership experience of fiscal, accounting or business staff.
- Experience preparing Indirect Cost Rate Proposals and managing indirect funds.
- Problem solving and decision-making skills to analyze complex issues and propose timely and reasonable courses of action. Ability to prepare and present proposals to management staff and Board of Directors.
- Public agency experience preferred.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Ability to maintain strict confidentiality of privileged personnel, financial or Agency information.
- Exhibit strong sense of personal integrity and the ability to work cross-culturally with Native American individuals and communities.
- Strong computer skills with at least three years using Microsoft Office. MIP/Abila software or other similar not-for-profit general ledger and fund accounting software experience preferred.
- Possess a valid Washington State Driver's license and have proof of auto insurance.
- Must be bondable.
- Pass a background investigation including confirmation of work experience and education.

**Physical Abilities:** Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting light objects. Occasional travel to other SPIPA or Intertribal locations.

**Salary/Fringe Benefits:** This position has a starting range of \$51.20 – \$55.78 per hour depending on qualifications (37.5 hours weekly). Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

**Confidentiality:** This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

**Equal Opportunity:** SPIPA is an equal opportunity employer. Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

**Drug-free Workplace:** SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

**To Apply:** Complete a SPIPA Employment Application packet and send with cover letter stating why you believe your qualifications make you the best fit for this position and resume including three work related references - "See Resume" is not sufficient for application completion.

Send or address to:

Archie Smith – Human Resources Manager  
South Puget Intertribal Planning Agency  
3104 SE Old Olympic Hwy  
Shelton, WA 98584  
archiesmith@spipa.org

**SPIPA Employment application is available online at <http://www.spipa.org> under Jobs or by calling (360) 426-3990**

**Application screening will begin June 7<sup>th</sup>, 2023.  
Open until filled.**

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