



## **JOB DESCRIPTION**

### **Fiscal Services Director**

**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Classification:** Exempt  
**Work Location:** On Site  
**Wage Range:** 12/13 \$62.58 - \$67.92/hr DOQ

**Position Summary:** Under the general direction of the Executive Director, the Fiscal Services Director provides strategic leadership, oversight, and direction for all financial operations of the South Puget Intertribal Planning Agency (SPIPA). This role ensures the integrity of financial systems, supports sound decision-making by organizational leadership, and maintains full compliance with tribal, federal, and state regulations and requirements. The Fiscal Services Director manages budgeting, accounting, grants/contract compliance, financial reporting, audits, and internal controls in support of SPIPA's mission to serve its member tribes. This full-time position is located at the SPIPA Intertribal Professional Center (IPC) on the Squaxin Island reservation near Shelton, Washington.

#### **Job Responsibilities:**

- Provide financial guidance to the Executive Director, Board, and program leadership to support strategic planning and organizational sustainability.
- Lead the annual agency-wide budget development process in collaboration with senior leadership and program managers for recommendation to the Board of Directors.
- Monitor financial performance against approved budgets and proactively recommend corrective actions.
- Oversee the daily operations of the Fiscal Services Department, including payroll, A/P, A/R, general ledger, procurement support, and fixed asset tracking.
- Ensure accuracy, timeliness, and compliance for all accounting functions in accordance with Generally Accepted Accounting Principles (GAAP).
- Maintain and oversee the organization's financial management systems.
- Ensure proper financial administration of all federal, state, tribal, grants and contracts.
- Establish procedures for cost allocations, allowable costs, and compliance with 2 CFR Part 200 (Uniform Guidance).
- Represent SPIPA in financial matters with member Tribes, funding agencies, and partner organizations.
- Maintains the general ledger and related accounting records in accordance with established accounting procedures and policies to ensure accuracy and integrity.
- Prepares annual Indirect Cost Rate Proposal.
- Directs technical assistance for Agency staff through cost analysis, budget monitoring and compliance with funder requirements.
- Develop and implement financial policies, procedures, and internal controls aligned with best practices and federal regulations.

- Develops, maintains, and tests internal controls to safeguard Agency assets, reduce risk, ensure adequate purchasing controls and supporting documentation for internal and external review or audit.
- Prepares monthly financial statements to review operating results against budget and analyzes and responds to budget compliance issues.
- Selects, trains, and supervises fiscal department staff performing accounts payable, accounts receivable, payroll, purchasing, budgeting and all general ledger functions.
- Leads preparation of the annual agency-wide audit, including the Single Audit, and coordinates with independent auditors.
- Directs preparation of financial reports, including expenditure-to-budget reports, revenue and expenditure analyses, and other financial reports as needed, including the statement of activities and balance sheet.
- Oversees Agency insurance coverage, including general liability, property and casualty, workers' compensation, employee health, and related plans, in collaboration with Agency directors and the Human Resources Manager.
- 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 Finance, Accounting, Public Administration, Business Administration or related field and 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 Finance, Accounting, Business Administration, or related field 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.
- Strong technical knowledge of Generally Accepted Accounting Principles (GAAP), nonprofit or tribal financial regulations, and fund accounting.
- Experience in tribal government, intertribal organizations, or nonprofit sectors.
- Demonstrate professionalism, sound judgment, and integrity and the ability to work with cultural humility and respect with Tribal Nations, Native communities, and diverse populations.
- Experience managing federal grants and single audits (2 CFR Part 200).
- Knowledge of Tribal sovereignty and government-to-government relationships.
- 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.

- Ability to analyze financial data and prepare financial reports, statements and projections.
- Ability to maintain strict confidentiality of privileged personnel, financial or Agency information.
- Proficiency with financial management systems, Microsoft Office, and fund accounting software required. Experience with MIP/Abila or similar nonprofit general ledger and fund accounting software preferred.
- Possess a valid Washington State Driver's license and have proof of auto insurance.
- Must successfully complete a background check, including verification of work history 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 \$62.58 - \$67.92 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:**

Go to [spipa.org/jobs](http://spipa.org/jobs) and click "APPLY HERE!". You will be taken to the Current Openings page. Select the position you are applying for and **complete the online application.**

**Do not apply via third party websites.** Complete applications include the following attachments:

- **Cover letter** describing how your qualifications align with this position
- **Resume** including three work-related references ("See Resume" or unfilled work experience will result in incomplete application.)

If you have questions or need assistance, contact Archie Smith, Human Resources Manager, at 360.426.3990, or [archiesmith@spipa.org](mailto:archiesmith@spipa.org)

**Application screening will begin 4/14/2026. Open until filled.**