

Native Peoples Action

Job Title: Accounting & Finance Manager

Location: Remote (Alaska)

Schedule: Regular, Full Time, Salary

Salary: DOE

Reports to: Executive Director



nativepeoplesaction.org

ORGANIZATIONAL OVERVIEW

Native Peoples Action (NPA) / Native Peoples Action Community Fund is a non-partisan organization dedicated to protecting and strengthening Alaska Native peoples and protecting our Ways of Life. We are committed to addressing and restoring our peoples' inherent rights to hunt, fish, harvest, gather, trap, share, and have ceremony, as well as manage and steward our homelands for abundance. Critical to this effort is our commitment to end the criminalization of our Native ways of life. We do this work by being a statewide advocate alongside our Native peoples, amplifying their work, voices, and leadership, and advancing our collective priorities as Indigenous people.

POSITION SUMMARY

The Accounting & Finance Manager oversees financial and accounting data, including but not limited to bookkeeping, budgeting, financial management, producing reports, and a diversified funding strategy. The Accounting & Finance Manager will work closely with the Executive Director to manage NPA/CF's 501(c)(3) and 501(c)(4) finances, including but not limited to applying for, reporting, and tracking grants, federal financial and tax filings, new and emergent philanthropic opportunities. They will also work with the Executive Director to implement an effective financial management and development strategy as a key component to carrying out NPA/CF's missions.

KEY RESPONSIBILITIES

- Day-to-day operations, including but not limited to: gather and monitor financial data, monthly P&L, balance sheets, budget to actual statements, grant spending reports, process check requests, reconcile debit and credit expenditures and requests, accounts payable and receivable
- Work directly with management team to create and implement the following: budgets, financial goals and financial policies, centralized operation controls and systems
- Help to develop and implement long-term sustainability plan with diversified funding sources to advance NPA/CF's mission
- Manage and uphold standards set in NPA/CF Accounting and Finance Handbook, providing updates to internal policies as needed to comply with Generally Accepted Accounting Principals (GAAP)
- Willingness to support other essential operations, events, and all-hands-on-deck team needs
- Other duties as assigned by the Executive Director

QUALIFICATIONS

- Minimum three years of proven professional experience with finance and accounting preferred
- Proficiency with Microsoft, Excel, and Quickbooks Online required
- Ability to work independently, be reliable to fulfill deliverables without daily direct supervision, time management and ability to meet deadlines required
- Commitment to uplifting the values and mission of Native Peoples Action and Native Peoples Action Community Fund and contributing to a safe and respectful work environment required
- Degree in Accounting or Finance preferred

TO APPLY

Submit a cover letter, resume, and three references to hr@nativepeoplesaction.org. Please direct any questions regarding the position to this email.

The job will remain open until it is filled.

Any job offers are contingent upon favorable reference and criminal background checks.

Native Peoples Action is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Native Peoples Action is especially interested in candidates who have experience living in and/or working with Alaska Native communities, and Alaska Natives are strongly encouraged to apply for this position.