

Organization: Native Peoples Action, Inc.
Position: Finance and Accounting Manager
Location: Statewide, Alaska
Schedule: Regular Full Time
Annual Salary: \$70,000 (including benefits)
www.nativepeoplesaction.org
#WarriorUp



Organization Overview

Native Peoples Action (NPA), a statewide 501(c)(4) organization, gives voice to our ancestral imperative to uplift our peoples and protect our ways of life by taking a stand, working together and mobilizing action. We do this through ensuring Alaska Natives are heard in all levels of policy making, advocating for the wellness of our peoples and our ways of life, and by transforming social and governance systems.

We Take a Stand. An equitable society and governance structures will be achieved when Indigenous values and peoples are in positions of decision and policy making authority in Alaska. Systems, laws, and regulations must align with our ways of life.

We Work Together. We stand united to strengthen networks, find common ground, and advocate for the wellness of our peoples and the sustainability of our communities and ways of life.

We Mobilize Action. We aim to amplify our peoples' power and voices to engage in and transform social and political systems.

NPA has an affiliated 501(c)3 partner, Native Peoples Action Community Fund (NPACF). These two separate but sibling organizations work hand-in-hand to realize the shared vision of protecting Alaska Native ways of life. NPACF was established to facilitate an Alaska Native statewide grassroots movement advancing the transition to a just society that provides for the continuation of our Alaska Native ways of life, and the wellbeing of Alaska Native peoples. Our operating principles include:

1. Be Well: Indigenous wellbeing founded on respect and understanding;
2. Be Grounded: Indigenous education for all;
3. Be Sustained: sustainable economies of place founded on respect;
4. Be Seen: media and messaging by Indigenous artists;
5. Be Heard: amplify Indigenous voices; and
6. Be Sacred; honor and defend Indigenous spirituality.

Native Peoples Action will be the employer of record, but the position will be split between Native Peoples Action and Native Peoples Action Community Fund.

Job description

We are looking for an experienced Finance & Accounting Manager to manage all financial and accounting data, including but not limited to bookkeeping, preparing financial statements, accounts payable/receivable, budgeting, financial management and diversified funding strategy, as well as assist with grant tracking and reporting. The Finance & Accounting Manager will work closely with the Executive Director to implement an effective financial management and development strategy as a key component to carrying out NPA/CF's missions.

Responsibilities

- Develop, implement, and evaluate an annual financial plan for NPA and NPACF
- Gather and monitor financial data, including but not limited to monthly P&L, balance sheets, budget to actual statements, grant spending reports
- Process payroll, quarterly employment tax reporting
- Process check requests, reconcile debit and credit requests, and other accounts payable and receivable

- Work directly with management team to create budgets and financial goals
- Develop longterm sustainability plan with diversified funding sources
- Mentor any new employees or interns in the financial systems needed to carry out their duties
- Work with contract support as part of a collaborative team to ensure smooth financial and accounting operations
- Ensure financial policies and guidelines are developed and implemented
- Track and measure the level of engagement within the grant network over time
- Work with finance team to manage tax payments, organize internal audits, forecast costs and revenues, monitor and report accounting discrepancies
- Analyze financial trends
- Perform month and year end processes
- Support fundraising events and campaigns
- Support grant writing, tracking and reporting
- Support donor stewardship and positive philanthropic relationships
- Support the creative engage all community members wanting to contribute their time, talent and treasures to fulfilling the missions of NPA and NPACF
- Willingness to support other essential operations, events, and all-hand-on-deck team needs

Qualifications

- Minimum three years of proven professional experience with finance and accounting
- Must be a confident in accounting principles
- Expert skills in Excel and Quickbooks
- Must possess excellent organizational and planning skills
- Superior project management and time management skills
- Think creatively and work well as part of a team
- Strong knowledge and understanding of bookkeeping and financial management responsibilities
- Self-motivated with a positive and professional approach to management
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Commitment to uplifting the values, mission and vision of Native Peoples Action and Native Peoples Action Community Fund
- Experience living in and/or working with Alaska Native communities
- Experience in grant writing preferred
- Knowledge about the operation of sibling C3/C4 partner organizations preferred
- Degree in Accounting or Finance preferred
- Alaska Natives are strongly encouraged to apply

The Finance & Accounting Manager shall also be responsible for other duties as assigned by the Executive Director or Board of Directors.

To Apply

Submit a complete application packet including three professional letters of recommendation demonstrating ability in financial and accounting management, resume and cover letter to info@nativepeoplesaction.org.

Job open until filled.