

Organization: Native Peoples Action, Inc.
Position: Finance and Accounting Manager
Location: Statewide, Alaska
Schedule: Regular Part Time or Full Time
Annual Salary: DOE
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 financial and accounting data, including but not limited to bookkeeping, budgeting, financial management and a diversified funding strategy. 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

- 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 requests, and other accounts payable and receivable
- Work directly with management team to create budgets, financial goals and financial policies
- Help to develop longterm sustainability plan with diversified funding sources
- Willingness to support other essential operations, events, and all-hands-on-deck team needs

Qualifications

- Minimum three years of proven professional experience with finance and accounting preferred
- Proficiency with Excel and Quickbooks required
- Ability to work independently, be reliable to fulfill deliverables without daily direct supervision, and manage time well 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

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

To Apply

Submit a resume, cover letter and three references to info@nativepeoplesaction.org.

The job will remain open until filled, and 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.