



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Fiscal Manager  
**Department:** Administration  
**Exemption:** Non-Exempt  
**Supervisor:** CEO

### **DESCRIPTION:**

Manage and oversee the daily operations of the Fiscal department. This position also is responsible for the preparation of financial statements, budgets, cost accounting statements, and audit schedules. The Fiscal Manager is expected to contribute to the strategic direction setting and operational problem solving through his/her areas of professional expertise.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting, finance, or related field; and 3-5 years of progressively responsible financial management experience and having experience in the non-profit sector is highly desirable. Proven increasingly responsible work experience in grants managing fiscal, auditing and accounting functions including payroll or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Must have a current CPR card or be able to obtain one.

**JOB DUTIES & RESPONSIBILITIES:** duties and responsibilities may include, but are not limited to, the following:

- Comply with all fiscal operations as defined in NUI's Fiscal Policies, the operations include but not limited to: Fiscal Policy development; preparing for and taking lead in agency audits; review/approve all purchases; obtain and oversee vendor bidding and reports to CEO; compile and present monthly fiscal report on all program budgets.
- Responds to financial inquiries; clarifies technical issues, reporting requirements; ensures financial compliance with funding sources.
- Provides assistance to program staff in the development and compliance of program grants and contracts; monitoring programs to ensure compliance.
- Reconciles bank statements; provide CEO with reconciliations; complete month end processing; monitor daily cash management.
- Analyzes and reviews fund balances ensuring all expenditures remain within budget and are appropriate.
- Reviews of the general ledger reconciliation for accuracy and for auditing standards.
- Evaluates and submits improvements of company fiscal policies and procedures.
- Develops, monitors and analyzes budgets and budget activities for the company's programs.
- Ensure compliance with and timely reporting of all financial related grant or contract requirements in accordance with applicable federal or state regulations.
- Direct supervision of fiscal employee.
- Other duties as assigned

### **SPECIAL NOTE:**

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions).