Sitka Tribe of Alaska
Job Description
FINANCE DIRECTOR

Exempt: Yes	**Salary Range: 16**
Department: Administration	**Hours: 8:00 a.m. - 4:30 p.m.**
Reports to: General Manager	**Effective Date: October 2026**
Prepared by: Human Resources Manager	**Approved: General Manager**

I. SUMMARY:

The Finance Director directs and oversees all financial activities for the Sitka Tribe of Alaska. This position supervises, plans, organizes, and directs all aspects of the tribal government's financial accounting and reporting activities. This position provides leadership and oversight to the finance department and works closely with the grants specialists to ensure proper fiscal management, compliance, and reporting of grants and contracts. The Finance Director serves as the principal financial advisor to the General Manager (GM) and analyzes and reviews all financial aspects of the Tribe.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

This position reports to the General Manager and directly supervises the Senior Finance Specialist and General Ledger Accountant. They will also provide functional oversight to all Finance staff.

- Responsible for planning and directing regular finance/fiscal staff meetings, trainings, and addressing problems, concerns, workload, priorities, weekly assignments/duties, to-do lists, etc.
- Conduct annual employee evaluations and ensure that the STA Handbook and other policies and procedures are followed
- Train staff in financial operations and activities and coordinate further training and education opportunities based on STA needs and funding availability

B. Financial Management and Accounting

- Develop and coordinate the Tribe's annual budget process, including departmental, grant, enterprise, and training budgets, and assist the General Manager with long-term financial planning
- Maintain and manage the Chart of Accounts and oversee General Ledger transactions, journal entries, account reconciliations, deposits, bank reconciliations, and collection of debts and rental income
- Monitor cash flow and investments and oversee fixed assets

- Approve and authorize purchase requests including purchase orders, credit card/check requests, and travel orders
- Oversee the financial management of compact funds, including contract support cost agreements
- Oversee payroll financial reporting and compliance, including payroll distribution and coding of wages and required State and Federal reports such as Forms 941, Unemployment, W-2s, and 1099s
- Prepare and oversee internal and external financial reporting in accordance with Generally Accepted Accounting Principles (GAAP), including monthly budget-to-actual and SRE reports
- Maintain current knowledge of governmental financial reporting requirements, Indirect Cost Proposal, Self-Governance, and Single Audit requirements and ensure required financial reports are prepared and submitted timely
- Implement, monitor, and ensure compliance with all financial policies and procedures and ordinances
- Coordinate the annual financial audit preparation and ensure compliance with fiscal timelines
- Oversee the financial administration of the Tribe's 401K plan and file the annual 5500 report
- Oversee and manage the Tribes insurance policies

C. **Grants Fiscal Coordination**
- Work closely with the Grants team to ensure timely and accurate financial reporting and compliance with grant requirements are met
- Assist the grant team by identifying and preparing financial information and funding sources as needed for grant applications and reporting
- Provide fiscal support for the financial administration of grants, contracts, and other funding agreements

D. **Enterprise Fiscal Coordination**
- Provide financial support and assistance to the STE director for enterprise operations
- Provide analysis and guidance related to enterprise revenue and collections
- Oversee quarterly and annual tax reporting for STE

E. **Meetings, STA Reporting, Professional Conduct, and Other**
- Keep General Manager and Deputy General Manager informed of financial matters, work progress, potential issues, and recommend solutions or improvements

- Meet with GM, DGM, and department directors to review quarterly financials, grant activities, and financial recommendations, and provide financial analysis and guidance as needed
- Prepare the annual financial report for inclusion in the STA Annual Report
- Participate in all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage Month activities, and other all-staff events that arise throughout the year
- Respond to questions or requests for information in a professional, courteous, and timely manner
- Maintain confidentiality of all financial information, personnel, and other sensitive information
- Other duties as assigned by the General Manager

III. MINIMUM QUALIFICATIONS:

A. Education

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a closely related field. Master's degree preferred.

OR

- Relevant professional experience may substitute for the required education on a year-for-year basis. Four years of additional qualifying experience may substitute for the bachelor's degree requirement.

B. Experience

- Minimum of five years of progressively responsible experience in governmental, tribal, or nonprofit accounting and financial management, including experience with fund accounting.
- Minimum of five years of supervisory or management experience.
- Experience with tribal government financial operations, federal grants and contracts, Self-Governance funding, and Single Audit requirements preferred.

C. Knowledge, Skills, and Abilities

- Advanced knowledge of MIP Fund Accounting software with demonstrated experience using this software system
- Comprehensive knowledge of applicable Generally Accepted Accounting Principles (GAAP) and Governmental Accounting, Auditing, and Financial Reporting (GAAFR)
- Excellent written and verbal communication skills, with the ability to communicate complex financial information effectively to both technical and non-technical audiences
- Ability to prepare and interpret complex financial reports, records, and financial data.

- Ability to manage competing priorities, meet deadlines, and work effectively under pressure
- Ability to handle confidential financial, employee, and administrative information with tact and discretion
- Ability to work independently with minimal guidance, demonstrate initiative, and collaborate effectively as part of a team
- Demonstrated reliability and ability to maintain a consistent work schedule

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. No individual may fill this position who:

- Who has been convicted of any crime involving a sexual offense.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.
- Who has ever been convicted of, pled guilty or no contest to, or has a current pending charge of, a felony.
- Who has ever been convicted of or pled guilty or no contest to a crime involving theft or dishonesty or a violation of a gambling law.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position is therefore subject to reasonable suspicion and follow-up drug/and or alcohol testing.