

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

Ph. (360) 758-4300 Fax: (360) 758-3152

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Financial Analyst

OPEN: October 30, 2020

EXEMPT: No

SALARY: (10) \$28.85 to \$32.32 p/h DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time

CLOSES: November 06, 2020

JOB CODE:

DIVISION: Education

DEPARTMENT: Education Admin

SUPERVISOR: Education Controller

VACANCIES: 1

JOB SUMMARY: Under the direct supervision of the Education Controller, the Education Budget Analyst is responsible for maintaining all budget records of the Education Department. Will work closely with the Education Management, LIBC GM and Finance Office, and other departments as needed to ensure fiscal/budgetary records management to meet standards and maintain compliance with LIBC Title 28 and applicable federal, state, and tribal regulations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Responsible for preparing and distributing monthly Education department financial reports to LNS Administration.
2. Responsible for analyzing trial balances for all education accounts and prepare a report monthly for internal review.
3. Responsible for coordinating the review and development of the SEFA (Schedule of Expenditures of Federal Awards) for the A-133 annual audit for all Education accounts, will work with LIBC Finance according to annual timelines.
4. Responsible for budgeting, fiscal management, grant reporting, and drawdown of funds for the LNS BIE grant, includes working closely with LNS Administrators and admin staff regularly.
5. Responsible for fiscally management of all tribally funded Education accounts, which includes adhering to timelines for reporting in accordance to LIBC policies set forth annually.
6. Responsible in ensuring compliance with LIBC general ledgers & budget documents as well as compliance with rules and regulations administered by grantors and A-133 auditors.
7. Responsible to review for fiscal approval all applicable forms requiring budget authorization (Contracts, SIR, CER, Account Change Forms, etc.) for LNS and JOM Programs.
8. Assist with preparing quarterly financial reports for admin meetings, board meetings, and other departments as requested.
9. Will assist in planning, coordinating, and training Education staff on internal and external financial policies and procedures, as well as, rules and regulations related to Education funding resources.
10. Will assist in preparing budget and financial reports for the Education Board on a quarterly basis monthly basis or more frequently as requested.
11. Responsible for reviewing for compliance all trial balance activity of the Education accounts such as but not limited to indirect allocation, grant receivable, deferred revenue and fund balances.

12. Will manage timelines and deadlines of budgets per tribal resolution of approval and will adhere to LIBC Title 28 & Procurement Policies. Will monitor monthly progress of each program to remain in compliance with LIBC Title 28.
13. Will exhibit excellent organizational skills and manage & maintain source documentation for procurement and payroll related transactions.
14. Responsible for staying up to date and familiar with LIBC Title 28 as well as 2CFR 200 Uniform Guidance & state/interlocal standards to support day to day operations of the Budget Office.
15. Responsible for maintaining high-level confidentiality within and outside of the workplace.
16. Will attend financial meetings and present budgetary information when requested.
17. Will provide all required information as requested in a timely manner.
18. Responsible for preparing files for archiving according to LIBC procedures.
19. Other duties as assigned within scope of work.

MINIMUM QUALIFICATIONS:

- AA Degree and 8 years Business experience **OR** BA Degree in Business or related field and 5 Years of high level business experience;
- 5 years of experience working as a Budget Analyst or other high level Financial Management position within a Tribal Government.
- 5 years of experience developing budgets, analyzing and forecasting data, and preparing/presenting to small and large audiences.
- 5 years of supervisory experience
- Must have prior experience developing presentations, coordinating trainings with staff, and other departments as needed.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.
- Required knowledge & experience in writing formula functions within excel and in drafting/maintaining access databases.
- Must be familiar with the accounting functions and principles as well as GAAP (generally accepted accounting practices).
- Will demonstrate exceptional skills in MS Office (Excel, Access, Outlook) & applicable accounting applications.
- Knowledge of budgetary requirements of Lummi Code - Title 28 and regulations of Federal OMB Circulars and Federal/State funding grants
- High-level computer skills and proficiency in Microsoft Excel and other Microsoft Office Programs.
- Knowledge of standard office operational procedures and practices including photocopying, filing, faxing, and telephone skills.
- High level of understanding of accounting, budget and finance terminology.
- Ability to work independently, but also to work as a team to coordinate, train, and external staff members.
- Effective and clear oral and written communication skills.
- Possess professional customer service attitude at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position is subject to extensive Criminal Background Check.
- Position is classified as Safety & Security Sensitive and subject to annual drug testing in addition to the random.
- Must be able to type 40 wpm on a keyboard.

- Must maintain strict confidentiality at all times.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.