



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

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

JOB ANNOUNCEMENT

JOB TITLE: Education Finance & Compliance (EF & C) Manager
Early Learning Programs (ELP)

OPEN: June 22, 2021

EXEMPT: Yes

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

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time

CLOSES: June 29, 2021

JOB CODE:

DIVISION: Education

DEPARTMENT: Education Administration

SUPERVISOR: Education Finance Controller

VACANCIES: 1

JOB SUMMARY: The Education Finance & Compliance Manager is responsible for all Early Learning Programs financial matters as it relates to funds received. The Education Finance & Compliance Manager works reports to the Education Finance Controller and works closely with the Early Learning Programs Director. The Education Finance & Compliance Manager will oversee all related financial compliance and recognition for government (federal and state) contracts, agreements and grants.

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

Finance

1. Oversee cash flow planning and ensure availability of funds as needed.
2. Oversee cash and asset management.
3. Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the program's operations plans.

Planning and Policy

4. Delegation of Authority for Budget Authorization for Education Finance & Compliance Officer.
5. Development and monitoring of budgets.
6. Develop financial plans and forecasts.
7. Maintain current knowledge on governmental audit best practices and state and federal law regarding governmental operations.

Accounting and Administration

8. Plan, direct, and/or coordinate accounting and other financial activities of the Early Learning Programs.
9. Oversee, review and consult with management staff (or designee) on accounting and administrative processes and procedures, including by not limited to proper recording of expenditures, revenue, salaries; ensure compliance with LIBC, Federal and/or appropriate contracting and granting policies, procedures, rules, and regulations.
10. Manage and maintain the general ledger for assigned funds; maintain grant accounting; ensure compliance with State and Federal financial guidelines; maintain familiarity with special conditions of all grants.
11. Provide guidance and training in internal control to managers involved in managing departmental budgets.

12. Prepare and submit on a timely basis all Federal SFR, ACF reports, and other required State and Federal annual and bi-annual, and quarterly reports to government agencies.
13. Assist the Funding department with necessary financial information for any applicable grant applications.
14. Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
15. Provide financial, administrative and technical expertise to all Early Learning Program administrators. Specifically, in the areas of budget preparation, variance analysis, and projecting revenues and expenditures.
16. Develop and create forms or spreadsheets necessary for reconciliation, reporting and to accommodate for difference in fiscal years for various grant funds and the LIBC accounting system.

MINIMUM QUALIFICATIONS:

- BA/BS in Business Management, Finance or Accounting, *preferred*
- AAS in Business Management, Finance or Accounting
- Ten (10) years' experience in governmental accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Five (5) years Management/supervisory experience.
- Five (5) years' experience in a senior financial management role, partnering with executive a staff, resulting in the development and implementation of creative financial management strategies.
- Three (3) year of experience in communicating financial documents to small and large groups.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of grants and contracts compliance regulations of various agencies.
- Fund-accounting with an extensive background in reconciling general ledger accounts, grant administration and financial statement preparation.
- Knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Demonstrated leadership ability, team management, and interpersonal skills
- Excellent analytical and abstract reasoning skills, plus excellent organizational skills.
- Highly proficient in MS Office and computerized funding accounting software.
- Excellent verbal and written communications skills.
- Ability to work with department managers, agencies, and auditors on financial and administrative issues.
- Must maintain strict confidentiality 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 requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.

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.