



## Job Announcement: Intertribal Agriculture Council

### Finance Director

#### Summary:

The Intertribal Agriculture Council (IAC) is seeking a Finance Director with 3 or more years of accounting related and supervisory experience. Primary responsibilities will include maintaining cash flows and ensuring proper accounting of funds and maintaining regular financial reporting.

Reporting to the Director of Operations & Strategy, the Finance Director will be responsible for providing support to the financial team and providing operational back up as necessary. Experience that indicates the ability to interact effectively with partner organizations, government agencies and the public at large is desired.

**Job Classification:** Full-time, exempt position

**Location:** Corporate headquarters in Billings, Montana preferred

#### Duties and Responsibilities

- Supervise IAC Finance & Operations staff
- Maintains cash flow projections to ensure that funds are on hand to meet daily operational needs.
- Month-End Duties
  - Review balance sheet account balances and compare to subsidiary listing or reconciliation reports and resolve any discrepancies. Examples include, but are not limited to, review of cash reconciliations, accounts payable subsidiaries, and payroll liability subsidiaries.
  - Analyze income related accounts for reasonableness.
  - Review and approve proposed journal vouchers and adjusting entries
- Preparation and reviewing responsibilities
  - Prepares drawdown requests
  - Prepares monthly bank reconciliations, bank adjustments and bank statements
  - Prepares Accounts Payable vouchers
  - Review of bi-weekly payroll
  - Review quarterly payroll reports ensuring tax payments were made timely and accurately
  - Review of pay rates and accrued leave
  - Review budgets and budget modifications
  - Review travel advance and settle-ups
  - Prepare financial reports to outside agencies and funders.
  - Prepare Grant Financial Reports
  - Prepare Financial information, reports and forecasts to the IAC Board and IAC program directors.

- Reporting. Work with the Director of Operations & Strategy in the management and coordination of all fiscal reporting activities for IAC, including:
  - Comparative reports.
  - Assist with preparation of Annual Form 990.
  - Update annual registrations; including but not limited to: GuideStar, SAM.gov, Dun & Bradstreet.
- Year-End Duties
  - Responsible for year-end bank reconciliations and investment summaries
  - Responsible for subsidiary listing of accounts payable
  - Responsible for accruals including, but not limited to payroll, payroll deductions and leave.
  - Responsible for revenue reconciliation for all funds
  - Assists grant managers with year end and final grant closeouts

## **Qualifications**

- Advanced proficiency in financial software; familiarity with Salesforce, Google Suite and Microsoft office a plus
- Ability to prepare and analyze complex financial reports
- Excellent written and verbal communication skills

## **Education and Experience**

Bachelor's degree in accounting or equivalent with a minimum three (3) years' experience with Payroll and Accounts Payable.

## **Physical Requirements**

Prolonged periods of sitting at a desk and working on a computer and must be able to lift up to 15 pounds at times.

## **Benefits**

Family health, and dental insurance coverage; 6% of the annual salary will be contributed to a retirement account, employee life insurance and long-term disability. Eligible for holiday, annual, and sick leave as established in the personnel policy.

## **HOW TO APPLY**

Submit cover letter and resume via email only to: Donita Fischer, Director of Operations & Strategy  
[donita@indianag.org](mailto:donita@indianag.org)

**Equal Employment Opportunity** The Intertribal Agriculture Council does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.