**JOB DESCRIPTION**

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| **Job Title** | Financial Manager |
| **Classification** | [x]  Exempt  | [ ]  Non-exempt |  |
| **Status** | [x]  Full-Time[ ]  Part-Time  | [ ]  Seasonal[ ]  Temporary |  |
| **Compensation** | $83,000.00 - $115,700.00 annually, based on experience  |
| **Location/Department** | Fresno, CA |
| **Reports To** | CEO |
| **Supervisory Responsibilities** | [x]  Yes [ ]  No  |
| **Hours Per Day** | Up to 44+ Hours Per Week  |
| **Workdays** | [ ]  SUN | [x]  M | [x] TU | [x] W | [x]  TH | [x]  F | [ ]  SAT | [ ]  VARIES |
| Full-time, including weekends and occasional holidays |
| **Travel Required** | [x]  Yes [ ]  No If yes, what percentage of the time? 5%If travel is necessary, it will be primarily local, traveling to and from Sierra Tribal Consortium’s to banks or financial partners during the business day.  |

**ABOUT THE POSITION:**

The Financial Manager provides strategic financial leadership and oversight for the organization, ensuring its financial health and sustainability. This role involves managing the organization's financial planning, budgeting, and compliance while aligning financial strategies with the organization’s mission to restore wellness and promote healing of Native American Indian families and communities through Native traditions and spirituality by providing quality, client-centered, culturally appropriate treatment, in a safe and sober environment. The Financial Manager collaborates closely with the Executive Director, Board of Directors, and key stakeholders to safeguard the organization’s financial resources and support its long-term goals.

**KEY ROLES & RESPONSIBILITIES:**

**Strategic Leadership:**

* Develop and execute financial strategies to achieve organizational goals and ensure fiscal sustainability.
* Collaborate with the Executive Director and Board of Directors to set and monitor financial objectives and performance metrics.

**Financial Management:**

* Oversee all financial operations, including accounting, payroll, budgeting, and reporting.
* Prepare and present accurate, timely financial reports to the Board, Executive Director, and other stakeholders.
* Develop and monitor the annual budget in alignment with the organization’s strategic goals.
* Ensure compliance with financial regulations, grant requirements, and reporting standards (e.g., GAAP).

**Risk Management:**

* Identify, evaluate, and mitigate financial risks to protect the organization’s assets.
* Manage relationships with auditors, bankers, insurers, and other financial partners.
* Ensure the organization maintains appropriate internal controls and safeguards for its funds.

**Grant and Fund Management:**

* Oversee financial management of grants, ensuring proper allocation, documentation, and reporting.
* Support fundraising initiatives by providing financial projections and data for grant proposals.

**Team Leadership:**

* Supervise and mentor finance and accounting staff, fostering professional development and growth.
* Promote a culture of collaboration, transparency, and accountability within the finance team.

**Community Engagement:**

* Build and maintain strong relationships with tribal community partners, external funders, and stakeholders.
* Support the organization’s mission by aligning financial strategies with the cultural values and priorities of Native American communities.

**Competencies/Skills:**

* Strong knowledge of nonprofit financial management, including fund accounting and grant compliance.
* Exceptional analytical and problem-solving skills to evaluate financial data and make strategic decisions.
* Advanced proficiency in financial software, spreadsheets, and reporting tools.
* Excellent communication and interpersonal skills to convey financial information clearly to diverse audiences.
* Commitment to fostering financial stewardship aligned with the organization’s mission and cultural values.

**EDUCATION & EXPERIENCE:**

* A minimum of 7-10 years of financial leadership experience, preferably in nonprofit organizations.
* Proven track record of managing complex budgets, grants, and compliance requirements.
* Experience collaborating with Boards of Directors and senior leadership teams.

**WHAT ADDITIONAL BENEFITS COME ALONG:**

* Full-time employees will be offered medical, dental, & vision at 50% or fully paid coverage for employee
* Disability Coverage, employer-paid life insurance, gym memberships and mental health resources
* Vacation and sick time off
* 401(k) plan with company matching

**WORKING CONDITIONS:**

* Primarily office-based, with occasional travel for meetings, conferences, or community engagement events.

**CHANGES:** If duties and responsibilities change significantly, this job description will be updated. Job functions are subject to modification based on business necessity.

**ADA/FEHA:** The Sierra Tribal Consortium, Inc. will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

**EEO:** The Sierra Tribal Consortium, Inc. is an equal-opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply for this opportunity, submit your resume to Sierra Tribal Consortium at jobs@sierratribal.com.

**CERTIFICATION:** By signing below, I acknowledge receipt of this job description. I have been allowed to ask and receive answers to any questions regarding the job description. I fully understand this job description. I understand that my employer may revise this job description at its sole discretion at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position:

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I understand that employment with the company is considered "at-will." Neither the company nor I am committed to continuing the employment relationship for any specific term. Either the Company or I may terminate the employment relationship at any time, with or without cause and with or without notice.

**For an employee who is currently performing the job, please initial below:**

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| --- | --- |
|  | I have reviewed the job description for my position, and it accurately reflects at least 95% of the work I do daily.  |
|  |  |
|  | This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: |
|  |
|  |
|  |
| Employee Signature |  | Date |
|  |  |  |
| Print Name |  |  |
|  |  |  |
| Supervisor Signature |  | Date |