



Durena Thompson
Board of Regents Chair

Linda Sue Warner, Ph.D.
College President

**SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES**

1 San Carlos Ave., Bldg. 3
P.O. Box 344

San Carlos, Arizona 85550

Phone: (928) 475-2016 / **Email:** hr@apachecollege.org

VACANCY ANNOUNCEMENT

POSITION TITLE: Finance Manager

WORK LOCATION: San Carlos Apache College, Finance Building in San Carlos, AZ

DEPARTMENT: Finance

REPORTS TO: VP of Finance

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: December 2, 2025

DEADLINE: Open until filled

Description: San Carlos Apache College is seeking a highly organized and professional Finance Manager who, under the direct supervision of the Vice President of Finance & Administration, will perform a range of finance functions to ensure the effective and efficient use of the institution's fiscal and other resources in compliance with established finance policies, procedures, and goals.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance, or related field (Required). **NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.**
- Two (2) years of supervisory experience (Required)
- Three (3) years of experience in accounting, finance, or in a job related field (Required).

Essential Functions:

- Serve as the institution's primary grants accountant.
- Promptly process all travel requests, travel advances, and travel reimbursements.
- Perform monthly reconciliations of credit card balances.
- Maintain a continuously updated inventory of the institution's fixed and other assets, including buildings, vehicles, computer hardware and software, equipment, furniture, and instructional resources. Establish a "schedule" for the reporting of inventories.
- Assist with the preparations required for the independent conduct of annual audits.

- Monitor the cost centers and institution's budgets on a monthly, quarterly, and annual basis.
- Perform monthly reviews of personnel and operating expenses to ensure they have been accurately tied to the correct accounts and codes.
- Prepare various financial reports for the College's Executive Team and Board of Regents.
- Secure contractor services for the College's building maintenance needs.
- Provide "backup support" to the College's staff responsible for AP/AR and procurement.
- Perform other duties as assigned.

Work Schedule

Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m.

The applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings, and holidays.

Compensation:

\$50,000 - \$60,000

Benefits and Compensation:

We offer competitive pay and an attractive benefits package, including health, dental, and vision coverage, along with a 401(k) plan that includes an employer contribution.

How to Apply:

- Complete San Carlos Apache College application for employment.
- Resume
- Two (2) letters of recommendation dated within the last two years.
- Official Transcripts

Indian Preference:

Preference in hiring and promotion may be given in accordance with the Federal and Tribal Indian Preference Act. If claiming preference, a copy of a "Certificate of Indian Blood" is required (please attach). Subject first to our Indian Preference policy, San Carlos Apache College is an Equal Opportunity Employer (EOE).