



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
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San Carlos, Arizona 85550

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JOB 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: August 6, 2026

DEADLINE: Open until filled

The Finance Manager provides oversight for the College's financial operations, including accounting, financial reporting, grants management, and internal controls. This position develops and implements fiscal strategies that support responsible stewardship of institutional resources, long term financial sustainability, and compliance with Tribal, federal, and state requirements in service to Tribal students, families, and the broader community. All employees at San Carlos Apache College work to strengthen and practice the Mission of the College, reflected in the ARROW framework Accountability, Respect, Resilience, Openness, and Wisdom. This position ensures that all financial practices reflect the College's values, culture, and strategic priorities while promoting transparency, integrity, and sound fiscal management across the institution.

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.**
- Three (3) years of experience in accounting, finance, or in a job related field (Required).
- Two (2) years of supervisory experience (Required)

Essential Functions:

- Financial Coding: Assign GL codes, cost centers, grant allocations, and department codes to all invoices and payment requests; ensure coding aligns with budget, grant requirements, and financial policies.
- Review and Approval of Transactions: Review accounts payable packets for accuracy and compliance; approve or return items for correction; authorize payment batches; ensure all transactions comply with budget, grant requirements, and financial policies.
- Financial Oversight: Monitor cash flow and reconcile accounts payable activity; review monthly financial statements; oversee grant compliance and the appropriate use of restricted funds.
- Internal Controls: Maintain proper segregation of duties; update and enforce finance policies, internal controls, and approval thresholds.
- Vendor and Contract Oversight: Approve new vendors and major contracts; review recurring vendor agreements and contract renewals.
- Promptly process all travel requests, travel advances, and travel reimbursements.
- Perform monthly reconciliations of credit card balances.
- Assist with preparations for the annual independent financial audit.
- Monitor cost centers and institutional budgets on a monthly, quarterly, and annual basis.
- Assist with monthly reviews of personnel and operating expenses to ensure they are accurately charged to the appropriate accounts and financial codes.
- Provide backup support for the College staff responsible for accounts payable, accounts receivable, and procurement.
- Performs all other job related activities as requested.

Work Schedule:

The college follows a four-day, 10-hour workweek schedule from 7:00 a.m. to 5:30 p.m., Monday through Thursday. The selected candidate may be required to work beyond regular business hours to support college activities, including evenings, weekends, 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.
- Cover Letter
- 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).