



Job Description

Job Title:	Finance Manager	Division:	Finance
Reports To:	VP of Finance	Effective Date:	03/24/2026
Department:	Finance	Revised Date:	8/03/2026
FLSA Status:	Exempt	Prepared By:	Human Resources

POSITION SUMMARY

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.
 - Three (3) years of experience in accounting, finance related field.
 - Two (2) years of supervisory experience required.
 - Current and valid driver's license required.
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ESSENTIAL FUNCTIONS

1. Under the College's philosophy, code of ethics agreement, and code of conduct policies, employees are required to respect students and employees and act in a way that will bring respect and honor to our College at all times.
 2. 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.
 3. 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.
 4. Financial Oversight: Monitor cash flow and reconcile accounts payable activity; review monthly financial statements; oversee grant compliance and the appropriate use of restricted funds.
 5. Internal Controls: Maintain proper segregation of duties; update and enforce finance policies, internal controls, and approval thresholds.
 6. Vendor and Contract Oversight: Approve new vendors and major contracts; review recurring vendor agreements and contract renewals.
 7. Promptly process all travel requests, travel advances, and travel reimbursements.
 8. Perform monthly reconciliations of credit card balances.
 9. Assist with preparations for the annual independent financial audit.
 10. Monitor cost centers and institutional budgets on a monthly, quarterly, and annual basis.
 11. Assist with monthly reviews of personnel and operating expenses to ensure they are accurately charged to the appropriate accounts and financial codes.
 12. Provide backup support for the College staff responsible for accounts payable, accounts receivable, and procurement.
 13. Performs all other job related activities as requested.
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Job Description

KNOWLEDGE, SKILLS AND ABILITIES (KSA's)

- Knowledge of Generally Accepted Accounting Principles, budgeting models/systems, financial statements, and financial audits.
- Knowledge of budget and audit preparations, the administration of funds, the management of grants and contracts, and the processing of travel requests, advances, and reimbursements.
- Knowledge of Excel and SAP, and extensive familiarity with QuickBooks.
- Knowledge of the inventory of fixed assets, and of accounts payable/accounts receivable.
- Knowledge of procurement policies and procedures.
- Ability to create sound financial/operations policies and procedures.
- Ability to collect, interpret, and synthesize statistical data, especially of a financial nature.
- Ability to multitask with attention to detail.
- Ability to plan, organize and prepare required financial and other business affairs reports.
- Ability to resolve conflicts for a wide range of personnel and organizational issues.
- Ability to communicate effectively with clients, staff, and others.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain professionalism and a strict standard of confidentiality.
- Ability to create a welcoming and safe environment for all employees and students.
- Ability establish and maintain a positive and productive working relationship with individuals.

WORK ENVIRONMENT

- Activities are primarily performed in an office setting subject to extended periods of sitting, standing and walking.
- Visual acuity and manual dexterity associated with daily use of desktop computer equipment; bending, lifting, reaching, stooping and lifting up to 25 pounds.
- Regularly works in an environment subject to quickly changing and often conflicting priorities while supporting leadership needs and requirements.

PERFORMANCE EXPECTATIONS

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the education industry.
- Interact in an honest, trustworthy and respectful manner with colleagues, clients, vendors and the community.
- Display respect and understanding of all individual's personal and cultural beliefs, values, ideas and contributions in a supportive manner.
- Communication is vital between employees and visitors by fostering fairness and by using terms they can understand.
- Provide the utmost in customer service.
- Comply with San Carlos Apache College's policies and procedures.

ACKNOWLEDGEMENT

I have reviewed the content of the **FINANCE MANAGER** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Employee (printed name)

Employee (signature)

Date